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ABSTRACT

To gather information about the nature of photocopy services in academic libraries and issues relating to their management, a survey was mailed to each of the 117 members of the Association for Research Libraries (ARL). The survey focused on two components of photocopy services: the self-service copiers placed at strategic locations within the library and the staffed copy centers. A brief summary of the nature, organization, budget, and marketing of copy services, and related issues and trends, is based on responses from 79 ARL libraries. In addition to the summary, the Systems and Procedures Exchange Center (SPEC) kit contains a summary of survey responses; two policy statements (North Carolina State University and Smithsonian Institution); an outline of cost factors (Massachusetts Institute of Technology); nine descriptions of services and price lists (Colorado State University, Emory University, Massachusetts Institute of Technology, Rutgers University, University of California at Berkeley, University of California at San Diego, University of Colorado, University of Rochester, and Washington State University); 17 position descriptions (Brown University, Emory University, Rutgers University, University of Kentucky, University of Manitoba, University of Notre Dame, University of Waterloo, and Washington State University); advertising copy from three libraries (Ohio State University, University of California at Berkeley, and Washington State University); three user surveys (Brown University, Ohio State University, and University of Colorado); and five vendor contracts. (THC)

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JUNE 1985

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Kit 115

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spec flyer
#115, JUNE 1985
OMS
Systems and Procedures Exchange Center

PHOTOCOPY SERVICES IN ARL LIBRARIES

ISSN 0160 3574

Photocopy services in large research libraries are highly visible, heavily used services, yet relatively little descriptive information about the management of these enterprises is available. In order to gather information about the nature of photocopy services and issues relating to their management, a survey was mailed to each of the 117 members of the Association for Research Libraries in February 1985. The survey instrument focused on two components of photocopy services: the self-service copiers placed at strategic locations within the library and the staffed copy centers which do copying for library users. Other activities associated with photoreproduction--for example, offset printing, microfilming, and photographic services--are outside the scope of this study. This flyer is based on responses from 79 ARL libraries. Additional survey results may be found in the SPEC Kit.

NATURE OF COPY SERVICES. Virtually all large research libraries provide self-service copiers; the majority also provide staffed copy centers. Of the 79 libraries responding to the SPEC survey, 76 indicate they provide self-service copiers for public use, and 65 libraries provide a staffed copy center. In approximately half of the libraries, the service is responsible for making photocopies from microforms.

When asked to identify the goals of their copying services, large research libraries uniformly agree that providing a needed service to library users and reducing theft and mutilation of library collections are top priorities. Fifty-nine of the respondents rank providing a service as their top priority and reducing theft and mutilation as next in importance. The subsidization of internal library copying and the generation of revenue do not appear to be primary goals within most ARL libraries.

ORGANIZATION. Day-to-day management of copying activities usually is handled by one of the library's own units, often the administrative services or business support unit. However, it is equally common to find a public services unit, such as reference, circulation, newspapers/serials, or interlibrary loan, in charge. Administrative leadership often is provided by an assistant or associate director.

At some institutions, management of one component of the copy service--typically the self-service machines--has been contracted out to a vendor. Under this arrangement, the library usually receives a share of the revenue. At a few institutions, a university unit outside the library has responsibility for library copy services. In these instances the library is less likely to receive a share of the copying revenue.

Regardless of the organizational pattern, research libraries are, for the most part, satisfied with the way their copy services are organized. Any dissatisfaction tends to be associated with the failure of an outside vendor to provide adequate service. While the library, in theory, may be relieved of demands on its own staff when an outside entity manages the copy service, in reality the library staff, because of their accessibility, often must deal with patron complaints and problems associated with keeping copiers operational. Conflict between the library's goals of service and protection of the collection and an outside vendor's goal of generating revenue is another potential source of concern.

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BUDGET AND MARKETING. Research libraries normally expect the revenue generated by photocopy activity to cover all or most of the costs associated with providing the service. Typically, basic equipment and supply costs must be covered by revenue and some libraries also expect to cover the costs of associated equipment, such as coin changers and cash registers. Staffing costs are another matter. Only about half of those responding to the survey attempt to cover all staff costs with copy service income. Often staffing costs must be subsidized to some degree from the general library budget. If libraries do manage recoveries above basic costs, those funds typically are used to expand or improve service.

Libraries, by the basic nature of the services they provide, have a built-in clientele for photocopy services. This likely explains why so few libraries feel they must advertise their copy services. Few libraries have conducted formal surveys to determine patron interests and levels of satisfaction with the services offered. Some libraries have included a question about copy services within a larger public services survey, but most rely on user suggestion boxes to provide feedback.

ISSUES AND TRENDS. As might be expected with a service which is highly dependent on equipment, equipment performance is the most frequently cited problem associated with the management of photocopy enterprises. Seventy of the survey respondents indicate that equipment performance is a significant concern. In responding to a survey question about future plans, the upgrading of older copying equipment was mentioned frequently. Because of the heavy use library photocopy equipment receives, as well as libraries' interest in providing service to users, the availability of responsive maintenance and repair service is an important factor when making equipment decisions.

Issues relating to the handling of large volumes of coinage, especially security and demands on staff time, are another area of major concern. The most significant trend in research library copy services is the advent of debit card systems. Thirty-two of the responding libraries have installed a debit card system and another thirty-five are either planning to do so or are giving serious consideration to the idea. Pricing flexibility and provision of a new service, as well as reduction in money handling, are cited as the advantages of the systems. Libraries also realize that these positive benefits must be weighed against the rather large capital investment needed to acquire the systems, the need to deal with issues relating to resistance to change on the part of some library staff and users, and the probability that there will be technical problems to resolve, such as lost, damaged, or erased debit cards.

In addition to equipment performance and money handling, other management concerns focus on copyright- and staffing-related issues. SPEC Kit #102 (March 1984) describes copyright policies in ARL libraries. There is also an increasing awareness that photocopying practices are related to the library's preservation program. More information on this topic may be found in the Preservation Planning Resource Notebook and in SPEC Kits related to preservation, all available from the OMS.

The SPEC Kit on Photocopy Services in ARL Libraries (#115, June 1985, 106 pages) contains a summary of survey responses, 2 policy statements, an outline of cost factors, 9 descriptions of services and price lists, 17 position descriptions, advertising copy from 3 libraries, 3 user surveys and 5 vendor contracts. In addition, copies of another lengthy contract and samples of forms used in copy service operations are available from the OMS, for a fee.

SPEC Kits are available mainly by subscription from: SPEC Center, Office of Management Studies, ARL, 1527 New Hampshire Ave., N.W., Washington, D.C. 20036, prepaid. Outside the U.S. and Canada, add $5.00 per order to the prepayment for parcel post shipping. (ARL library members receive kits for $10.00.) Non-ARL $20.00

This Flyer/Kit was prepared as part of the Collaborative Research/Writing Program
by Donna L. McCool, Assistant Director for Administrative Services,
Washington State University Libraries.

USES OF SPEC KITS

The Systems and Procedures Exchange Center (SPEC) is a clearinghouse operated by the Association of Research Libraries, Office of Management Studies that provides a central source of timely information and materials on the management and operations of large academic and research libraries. It facilitates the exchange of knowledge and documents through SPEC Kits, which are distributed ten times each year to ARL members and other interested libraries. The Kits include topically-arranged groupings of unedited primary source documents – selected for their value to administrators and decision-makers – that illustrate a wide range of alternative approaches to specific issues.

Kit documents come from general membership surveys and from selected libraries contacted directly by SPEC, and most Kits are produced within six months of surveys. The documents' value comes from their variety of ideas, methods, and solutions. They are not viewed as finished products, but rather as points of departure for a library's planning efforts and as stimulants to innovative approaches to problem-solving. As such, Kits do not present answers or prescriptions for any one library; instead they illustrate how selected ARL members are planning for or dealing with particular issues. The worth of any one Kit to a particular library will depend upon the specific topic covered and the library's stage of development in that area.

Materials are selected according to the following criteria:

- Presents an approach of potential value to administrators and decision-makers
- Timely, and dealing directly with the topic under consideration
- Probability of application of ideas or thinking to other library situations
- Illustrative of actual practice, rather than theoretical
- Understandable, readable communication

All together, the materials should provide a range of alternative approaches that complement each other, provide variety, and stimulate comparison and contrast.

Libraries can take advantage of the Kit compilations in a number of ways. Administrators can evaluate the assumptions, methods, and results of other libraries' approaches; compare and contrast them; and use the learnings in their own situations. Library staff members can use the kits as professional development and current awareness tools. Committees and task forces can use them to begin a review of current practices. And the Kits can identify other persons or places to contact for further information. Back-up files in the SPEC office also are available for loan to member libraries. In addition, SPEC will conduct on-demand surveys or analyses geared specifically for a single library.

EVALUATION

Kit Title/Number ____________________

1. Which uses did the library make of this Kit?

2. Please indicate how useful the Kit was for these purposes.

☐ Very Useful ☐ Quite Useful ☐ Somewhat Useful ☐ Not Useful

3. Do you have suggestions for this Kit or for future Kits?

(optional)

NAME ____________________

LIBRARY ____________________

PHONE ____________________

Please return this form to the SPEC Center, OMS/ARL, 1527 New Hampshire Ave., N.W., Washington, DC 20036.

1/82

ISSN 01603582

PHOTOCOPY SERVICES IN ARL LIBRARIES

#115, JUNE 1985

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PHOTOCOPY SERVICES IN ARL LIBRARIES
SUMMARY OF 79 SURVEY RESPONSES*

SERVICES:

Libraries which provide coin-operated copiers: 76
Libraries which provide a staffed copy center: 65
Libraries in which the copy service is responsible for copying microforms: 39

GOALS

Goal	*Number of Responses in Each Priority Ranking*			
	(Highest) *(1)*	*(2)*	*(3)*	*(Lowest)* *(4)*
Provide a service	59	14	1	0
Reduce theft/mutilation	15	59	4	0
Subsidize library copying	1	2	22	12
Generate profit	1	1	17	16
Other	1	0	1	0

ORGANIZATION:

Organizational Responsibility	*Number of Responses* *Coin-ops*	*Copy Center*
Library is responsible for providing service	51	57
Service is contracted out to commercial vendor	14	3
Other unit within parent organization is responsible for providing service	13	5

Library is satisfied with organizational responsibility: 62
Library is not satisfied with organizational responsibility: 8
Library has mixed feelings about organizational responsibility: 3

SIZE OF OPERATION:

Number of coin-op machines	*Number of responses*
Less than 10 copiers	8
10-19 copiers	34
20-29 copiers	19
More than 30 copiers	7
Number of copy centers	
One center	48
Two centers	10
Three or more centers	3

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*Responses may not total 100% due to multiple answers or no answer to specific questions on the survey

MANAGEMENT CONCERNS:

Issue	*Number of responses which considered the issue to be a significant concern*
Equipment performance	70
Money handling (volume of coinage, security, etc.)	52
Copyright related issues	45
Staffing	45
Profitability	28
Vandalism	22
Other	9

BUDGET:

Photocopy service is expected to support itself from generated income: 62 responses
Photocopy service is not expected to support itself from generated income: 11 responses

Expenses normally covered from generated income	*Number of responses*	
	Coin-ops	*Copy Center*
Supplies	59	54
Photocopy equipment	57	51
Other equipment	45	40
Staff	44	43
Other	12	14

MARKETING:

Number of libraries which have conducted market surveys or user satisfaction surveys: 8
Number of libraries which advertise or conduct promotional campaigns: 9

DEBIT CARD SYSTEMS:

Number of libraries which have installed a debit card system in copy center: 5
Number of libraries which have installed a debit card system on coin-ops: 32

Number of libraries which are satisfied with the installed system: 24
Number of libraries which are not satisfied with the installed system: 2

Number of libraries which are planning to install a debit card system: 10
Number of libraries which are not planning to install a debit card system: 10
Number of libraries which might install a debit card system: 25

NO. CAROLINA STATE

D. H. HILL LIBRARY
PHOTOCOPY SERVICE POLICIES

August, 1980

The primary purpose of the Photocopy Service is to provide good, reasonably priced copies of library materials as a substitute for loan so as to make such materials more readily available to a greater number of library users. Secondary purposes include the replacement of missing pages in library owned materials, the reproduction of entire publications if they are not available on the publishing market at a fair price, the preservation of library materials against mutilation by substituting copies for originals when intensified use is foreseen, and the reproduction of library business and clerical records.

The primary service obligation is to the faculty, students, and administrative staff of North Carolina State University, but any person eligible to use the D. H. Hill Library resources will be served.

PHOTOCOPY SERVICE RESTRICTIONS

In addition to the copyright limitations noted in the Library's Copyright Compliance Policy, there are legal restrictions, intra- and interinstitutional agreements, and internal policies that prohibit the Library's Photocopy Service from copying the documents and other publications listed below.

1. Materials that cannot legally be copied such as immigration papers, drivers licences, Armed Service ID cards, passports, automobile titles; and obligations (bonds, checks, certificates, securities, etc.) of the U.S. Government, of any foreign government, or of any bank or corporation.

2. Transcripts of academic work completed at any of the sixteen branches of the University of North Carolina.

3. Interlibrary loan materials if permission to copy has been denied by the lending library.

4. Library materials of value, either belonging to the D. H. Hill Library or to other libraries, that would be damaged by the copying process.

TYPES OF PHOTOCOPY SERVICES

1. Coin Operated Photocopy Machines - Several bond paper coin operated copy machines are available to library users. These machines produce reasonably good copies of most materials at the rate of 5¢ per copy. Refunds for defective copies are made by the Photocopy Service according to the guidelines posted in the Photocopy Service lounge.

2. Counter Service - Counter requests for copies of materials brought to the Photocopy Service by the person are generally processed on a first priority basis. The price of counter service is 10¢ per photocopy. No special rates for multiple copies. Completed orders must be paid for in cash or charged to an account if one has been established with the Photocopy Service. Charge accounts are established only with reliable organizations, not with individuals. Charge accounts are billed monthly and no billing charge is assessed. The cost of postage will be added to the copy costs if the copies must be mailed to the customer. Counter customers who do not have an established account with the Photocopy Service and who do not pick up their completed orders within a two week period are billed for the costs and charged an additional $1.00 for the collection costs.

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3. Pick-Up Service - Requests for copies of library owned materials that must be picked up by the Photocopy Service staff are accepted from persons authorized to charge the costs to a campus account or to a reliable off-campus organization, and are processed on a second priority basis. The price of pick-up service is 15¢ per photocopy plus a $1.00 handling charge for each item located and picked up by the Service staff.

   Completed photocopy orders are invoiced separately unless a charge account has been established with the Photocopy Service. Charge accounts are billed monthly and no separate charges are assessed for invoicing and postage costs unless the copies are to be mailed at other than the standard first class rate. Deposit accounts, payment in advance of invoicing, and charge accounts with individuals are not accepted.

4. Cooperative Photocopy Services - Requests from libraries party to an inter-institutional photocopy agreement are processed on a second priority basis as are other requests from off-campus patrons.

   An informal reciprocal agreement exists with the Health Sciences Library of UNC Chapel Hill, and with the Perkins and Medical School Libraries of Duke University to supply, within reason, "free photocopies of materials requested on interlibrary loan when it is deemed necessary to deny actual loan of the materials." The Interlibrary Center staff processes, copies, and handles these requests and enters the number of pages copied in the Photocopy Service's library charge record book as a charge to the Interlibrary Center.

   A cooperative agreement among the libraries or the constituent institutions of the University of North Carolina establishes a special flat rate 5¢ per copy charge for photocopies supplied in lieu of interlibrary loan. Handling-charges and minimums do not apply, and the constituent institutions' libraries are invoiced semi-annually for these "interlibrary loan" copies. REQUESTS FOR FILM OR PAPER COPIES OF MICROFORMS IN LIEU OF INTERLIBRARY LOAN ARE NOT PROVIDED AT THIS SPECIAL 5¢ RATE, BUT ARE PROVIDED AT THE REGULAR RATES APPLICABLE TO THE LIBRARY'S CAMPUS USERS.

   Except for the UNC Health Sciences Library, requests for photocopies by a constituent library as a means of acquiring publications or replacing parts thereof rather than as a substitute for borrowing are charged at the regular rates applicable to the library's campus users and invoiced separately. Such requests should be clearly distinguished from requests for copies in lieu of loan.

5. USDA Document Delivery Service - The D. H. Hill Library is party to a cooperative effort of the National Agricultural Library to provide rapid document delivery service to USDA field personnel. The University of Georgia serves as the coordinating library for the Southern Tier of States System. USDA field personnel submit their requests to their state land grant institutional library where their requests are handled on a priority basis. Items not available are referred by the Interlibrary Center to the University of Georgia.

   Photocopies are provided in lieu of loan when the item requires no more than 40 exposures, and are processed on a second priority basis. Standard handling and copy prices for mail order service are charged.

6. Reserve Room Copy Service - The library offers "free" photocopy service to teaching faculty in cases where they find it necessary to make specific class reading assignments in library owned publications and the requests conform with the Library's Copyright Compliance Policy. Such copies are made available for use in the reserve collections of the D. H. Hill Library, the School of Textiles, the School of [illegible]sign Library, the Vet. Med. School Library, or the Forest Resources Library. Requests for this "free" copy service must be submitted to the reserve librarian concerned and not to the Photocopy Service. Reserve Room requests are processed on a second priority basis unless top priority is specifically requested.

KINDS AND PRICES OF MICROFORM PHOTOCOPIES

1. [redacted] Paper Copies from Microfilm/Microfiche - 20¢ per photocopy.*

2. [redacted] Paper Copies from Microcards/Microprints - 20¢ per photocopy.*

3. Microfiche Duplicates - Standard 5" x 7" diazo microfiche. 25¢ per fiche for orders that are picked up by the requestor and paid for in cash. 50¢ per fiche for orders that must be mailed to the requestor and invoiced.

* A $1.00 handling fee for each item copied by the Documents staff is added to the copy charges if the photocopies are to be mailed and/or charged to an off-campus customer.

D. H. HILL LIBRARY

NORTH CAROLINA STATE UNIVERSITY

Policies On
Refunds of Money to
Coin-op Copy Machine Users

It is the library's policy to refund money to coin-op photocopy machine users for poor quality copies or loss of money caused by machine malfunctions or inadequate machine maintenance or adjustment. The library is not liable for loss of money or poor copy quality caused by the user's failure to read machine operating instructions or user's errors in using the machine.

Refunds are made according to the following guidelines:

1. Refunds are made only by the Photocopy Service during its normal service hours; Monday thru Friday, 8:00 a.m. to 5:00 p.m.
2. Claims for refunds must be made within one week of the time when the money is lost or the poor quality copies are produced.
3. The refund amount is limited to $1.00 for "poor quality" and to 50¢ for "lost change" per separate occasion unless there is reasonable evidence or explanation justifying a greater amount. Reasonable evidence for poor quality copies are the copies plus the original. Reasonable evidence for lost change is an overage in the machine money.
4. Refunds for poor copy quality or loss of change due to operator errors are usually made on a one-time only basis after the user has been informed of his error.
5. The user must in all cases identify the machine that produced the poor quality copy or in which money was lost, and must sign a receipt for the amount refunded.

January 1977

NO. CAROLINA STATE

D. H. HILL LIBRARY
COPYRIGHT COMPLIANCE POLICIES

September 14, 1978

In order to comply with the new copyright law of the United States (Title 17, United States Code), the D. H. Hill Library's Copyright Compliance Committee has adopted the policies stated below. These policies apply to all printed materials protected by copyright (whether or not owned by the Library) including microforms and music, but do not apply to tape recordings, slides, filmstrips, or other audio-visual works. As a general rule, these latter materials will not be copied.

ACROSS-THE-COUNTER REQUESTS

Across-the-counter requests by Library users for photocopies of no more than one article or other contribution to a copyrighted collection or periodical issue, or a copy of a small part of any other copyrighted work will be accepted if the copy becomes the property of the user and the Library is not aware that it will be used for any purpose other than private study, scholarship, or research.

Across-the-counter requests by Library users for photocopies of more than one article or other contribution to a copyrighted collection or periodical issue, or of a copy of more than a small part of any other copyrighted work, or for more than one copy of a copyrighted work or part thereof will be accepted if the person making the request states that he or she believes that the request is a fair use under Section 107 of the Copyright Law.

A copy of Section 107 of the Copyright Law, pertaining to fair use, will be given to requesters if they need help in determining whether a particular request constitutes a fair use under the Law, but the Library's staff cannot and should not attempt to make fair use decisions for a requester.

RESERVE ROOM REQUESTS

The Library will photocopy and/or place on reserve, at the request of a teacher for his or her class, one or more copies of small parts of copyrighted publications if the teacher states that he or she believes that the request is a fair use under Section 107 of the Copyright Law.

MAIL ORDER AND TWX REQUESTS

Mail order or TWX requests from other libraries and organizations for photocopies of copyrighted works or portions thereof will be accepted if:

1. each item is requested on a separate ALA approved interlibrary loan or photocopy request form, or on a form similar thereto, and
2. each request includes a certification that the request complies with the copyright law of the United States (Title 17, United States Code).

If the request indicates that it complies with Section 108 of the Law, then the requester will be limited to no more than one copy of the requested work.

Mail order requests from persons affiliated with NCSU and from persons using the U.S. Department of Agriculture's Document Delivery Service will be accepted if the order form bears the prescribed copyright warning notice and if (1) the request is covered by the U.S. copyright law's section 108 exemptions or (2) if the request is not obviously a violation of section 107 of the copyright law.

TELEPHONE REQUESTS

Telephone requests from persons affiliated with the University who are authorized to charge the costs to an established account will be accepted if the request is covered by the U.S. copyright law's section 108 exemptions or if the requester states that he or she believes that the request is a fair use under section 107 of the law. In both cases a Photocopy Services' order card bearing the prescribed copyright warning notice will be stapled to the first copy of each request.

Telephone requests from persons representing reliable off-campus organizations will be accepted if the request is covered by section 108 exemptions and if the requester immediately sends a written confirmation of the order in conformity with our standard mail order guidelines--a separate request form for each item certifying that the request complies with the copyright law of the United States.

SPECIAL REQUIREMENTS OF THE LAW

The Law does not require that the Library have a requester sign a disclaimer or any other statement certifying that his or her request complies with the Copyright Law. The Law does require that the Library:

1. prominently display at the place where orders are accepted and include on its order form, a warning of copyright as prescribed by the Register of Copyrights,
2. include a notice of copyright with each photocopy of a copyrighted work or part thereof, and
3. display a notice on reproducing equipment that the making of a copy may be subject to the copyright law.

DOCUMENT NUMBER: SIL 84-10 (Supersedes SIL 81-34)

DOCUMENT TITLE: Photocopying Special Collections Materials

DATE OF OPCON RECOMMENDATION: February 13, 1984

DATE OF APPROVAL BY DIRECTOR: March 16, 1984

AUTHOR: Ellen Wells

DISTRIBUTION: Usual, Special Collections Manual, Office of Protection Services

I. INTRODUCTION

The purpose of this policy is to provide guidelines for photocopying volumes, or pages from volumes in Special Collections. This photocopying could be in the form of microfilm, fiche, photographs, or photocopies.

Commercial reproduction of bibliographic entities is covered in another procedure.

Interlibrary loan requests for Special Collections materials will generally have photocopy substituted for lending, the following criteria will also apply in such cases.

II. PROCEDURES

1. CRITERIA TO BE CONSIDERED FOR PHOTOCOPYING:

a. Physical state of the item should include not only the actual condition of the book (Is it bound? Are covers loose? Is paper brittle? Is gutter margin tight?) but the stress of the process used to copy. If, for example, two illustrations from a work were to be photographed while the item was hand held, even though the binding were frail, it might be permitted by the Special Collections Chief. On the other hand, mid-19th century items, "rare" or not, might have all pages broken from the binding in the process of photocopying it.

b. Length of photocopy request in relation to the length of the text can determine the process under certain conditions. If the user wants 20 pages or more from a given volume, it will be considered for microfilming, in which case, the entire bibliographic unit will be done and the master negative kept.

c. Scarcity of the item in relation to the need of the user has many ramifications. If the text is a classic which has been reprinted or exists already in microform, does the user really need a photocopy from the first edition? If a public school student is requesting a photocopy for a term paper, is this need as pressing as that of a visiting scholar who knows we have a unique edition?

2. CONDITIONS UNDER WHICH MATERIAL MAY BE PHOTOCOPIED

Conditions as noted in 1 above vary and can permit photocopying in one medium rather than prohibiting it in another. Every possible means of aiding the user will be considered against the future survival of the item in hand.

a. An "edge" copier should generally be used. Many volumes cannot be placed on the exposure surface of a machine opened to 180-3/4.

b. The decision to copy or not will be made by the Chief, Special Collections, or Chief, Conservation Laboratory, who may delegate the copying to staff trained by the Chief, Book Conservation Laboratory.

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pg

M.I.T. LIBRARIES

COST FACTORS RELATED TO COIN OPERATED RAPID COPIERS
(OTHER THAN DEPRECIATION OF COPY MACHINES)

1. PURCHASE PRICE OF MACHINES

2. SERVICE CONTRACTS

3. MACHINE OPERATION AND MAINTENANCE

   Servicing and repair of machines, daily, evenings, and weekends
   Training assistants in machine maintenance
   Transfer of supplies, paper, toner, etc. to machine locations
   Quality control checks
   Filling copiers with small change
   Providing change to Library staff
   Collecting receipts
   Issuing refunds
   Counting, sorting of daily receipts and rolling
   Verification of receipts
   Deposit of daily receipts
   Phone calls for service
   Procurement of supplies and materials
   Billing of charged copies
   Keeping statisitcal data

4. ADMINISTRATIVE AND SUPERVISORY

   Personnel - hiring - supervision - periodic evaluations, etc.
   Design of report forms
   Compilation of reports
   Cost analysis
   Consultations on new machine installations
   Verification of bills, statements, and shipping notices
   Security arrangements for cash storage
   Evaluation of new machines
   Meetings: Lab Head, Production Mgr., Business Mgr., Xerox Reps.,
   Library Departments, etc.

5. EQUIPMENT DEPRECIATION

   Miscellaneous office furniture, adding machine, typewriter, coin sorter, coin counter and packager, safe, phone answering machine, cash box, truck, carrying case, minicomputer, dolly, bill changer, etc.

6. SUPPLIES

   Paper, toner, report forms, coin sacks, pens, markers, folders, collection envelopes

7. MISCELLANEOUS

   Physical plant work, theft, phony coins, electrical work, telephone expense, sign making, etc.

GENERAL RATE SCHEDULE

This table shows the rate per copy per page. These rates apply only to services in the Photoduplication Room for work done by library personnel. All other copies made outside the Photoduplication Room are as follows:

Coin-op/Copicards	$0.05 each
Reader/Printers	$0.10 each

Copies per Original	Price	Copies per Original	Price
1	$0.10	33	$1.61
2	$0.20	34	$1.63
3	$0.30	35	$1.65
4	$0.40	36	$1.67
5	$0.50	37	$1.69
6	$0.60	38	$1.71
7	$0.70	39	$1.73
8	$0.80	40	$1.75
9	$0.84	41	$1.77
10	$0.88	42	$1.79
11	$0.92	43	$1.81
12	$0.96	44	$1.83
13	$1.00	45	$1.85
14	$1.04	46	$1.87
15	$1.08	47	$1.89
16	$1.12	48	$1.91
17	$1.16	49	$1.93
18	$1.20	50	$1.95
19	$1.24	60	$2.16
20	$1.27	70	$2.31
21	$1.30	80	$2.40
22	$1.33	90	$2.52
23	$1.36	100	$2.70
24	$1.39	110	$2.86
25	$1.42	120	$3.00
26	$1.45	130	$3.12
27	$1.48	140	$3.22
28	$1.51	150	$3.30
29	$1.53	200	$4.30
30	$1.55	300	$6.30
31	$1.57	400	$8.00
32	$1.59	500	$9.00

Copies after 500 are 1.8c each on our paper. Copies on CSU watermark bond are 1c higher for each copy. Using your paper, runs of 500+ are 1.5c each.

STAPLING

Cost based on *each* staple used.

21 - 100	.75
101 - 200	1.25
201 - 300	1.75
301 - 400	2.25

Stapling after first 400 is 50c/100

LIBRARY HOURS

REGULAR SEMESTER

Mon. thru Thurs.	7:30 am - 12:00 pm
Friday	7:30 am - 10:00 pm
Saturday	9:00 am - 6:00 pm
Sunday	12:00 am - 12:00 pm

SUMMER SEMESTER

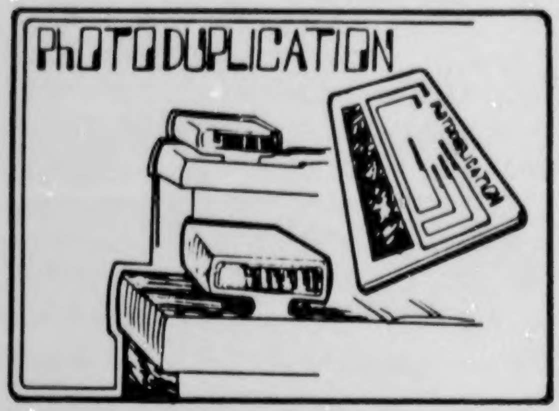
Mon. thru Thurs.	7:30 am - 10:00 pm
Friday	7:30 am - 5:00 pm
Saturday	9:00 am - 5:00 pm
Sunday	2:00 am - 10:00 pm

Other hours will be posted in advance

NOTICE

The copyright Law of the United States (title 17 U.S. Code) governs the making of photocopies of copyrighted material. The person using the equipment is liable for any infringement.

COLORADO STATE UNIVERSITY
LIBRARIES
PHOTODUPLICATION SERVICES



TELEPHONE

491-1828 or 491-1870

SERVICE ROOM HOURS

Mon. thru Friday. 7:30 am to 5:00 pm

Closed on designated university holidays and weekends.

COPICARD/Coin machines and Dollar/Coin changer are available at all times that the Libraries are open.

COLORADO STATE UNIV.

EQUIPMENT

One high volume copier and one specialized copier, located in basement photocopy Room 4A, are our primary copiers and will perform all of the services indicated in this brochure. A total of twelve IBM Copier II COPICARD/COIN Operated machines, located in the basement photo-duplication room, on the first floor north of loan desk, east wall, on the second floor at the top of the stairs, and third floor east, are available for general use. A coin-bill changer is located outside basement Room 4A. Two microform reader/printers are located in the micro-text room (Room 125) during business hours.

COPICARDS

COPICARDS are available for purchase from the Photoduplication room (base-Room 4A) between the hours of 7:30 am and 5:00 pm Monday through Friday. The cards are available in pre-programmed denominations of $5.00 (100 copies), $10.00 (200 copies), $25.00 (500 copies) and $50.00 (1,000 copies). Cards in $100.00 (2,000 copies) denominations are available in Accounting Services Room 212.

PAYMENT BY IMO

University departments may leave a signed IMO on file in the photoduplication center. For Photoduplication services, authorized persons may then "charge" to the IMO. Billing is based on the overall usage rate of the IMO. (Copicards may not be charged to these "open" IMO'S).

SPECIAL SERVICES

CARD STOCK (110#)	.25 each
Transparencies	.70 each
Crinkle finished Bond	.15 each
Labels	.30 page
Reductions/Enlargements	.25 each
Books & Periodicals	.10 each
Microform & Microtext	.10 each
Card Stock Covers (68#)	.20 each
Large Paper Copies (11x17)	.25 each
Multiple Colors (Black, Brown, Blue)	.15 each per page.

FOLDING

(When we do the copying)

1 - 100	.30
101 - 200	.60
201 - 300	.75
301 - 400	.90
401 - 500	1.00

Folding after the first 500 is 15 /100.

Folding your copy - .05 each.

DUPLEX

Each side counts as one original

CUTTING

1 - 100	$10.00
101 - 200	15.00
201 - 300	20.00 etc.

THESES

Following rate schedule applies to theses only. Using our bond.

Copies per Original	Price	Copies per Original	Price
1	$0.08	21	$0.94
2	.16	22	.96
3	.24	23	.98
4	.32	24	1.00
5	.40	25	1.02
6	.48	26	1.04
7	.52	27	1.06
8	.56	28	1.08
9	.60	29	1.10
10	.64	30	1.12
11	.68	31	1.14
12	.71	32	1.16
13	.74	33	1.18
14	.77	34	1.20
15	.81	35	1.22
16	.84	36	1.24
17	.86	37	1.26
18	.88	38	1.28
19	.90	39	1.30
20	.92	40	1.32

If you furnish your own bond each copy is three cents. If thesis format requires taping and/or hand feeding, add five cents per page.

FREE OF CHARGE

Collating
Colored Paper
Use of 2 or 3 hole punch
Use of paper cutter
Coin and bill changer
Stapling (20 or less)

EMORY

effective 1/14/84

COPY SERVICE PRICE SCHEDULE

SELF SERVICE

PHOTOCOPIES

To purchase one copycheck card valued at 100 copies..................$7 or 7c per copy

To purchase one copycheck card valued at 250 copies............$15.50 or 6.2c per copy

Copies made on coin-operated machines..................................10c per copy

PAPER COPIES FROM MICROFILM OR MICROFICHE

Copies made on coin-operated machines..................................25c per copy

STAFF-ASSISTED

PHOTOCOPIES

From 1 to 25 copies of one original.....................................12c per copy

Discount price for more than 25 copies of one original........................Variable
(see chart below)

More than 25 copies of one original

26... 3.03	34... 3.27	42... 3.51	70... 4.35
27... 3.06	35... 3.30	43... 3.54	75... 4.50
28... 3.09	36... 3.33	44... 3.57	80... 4.65
29... 3.12	37... 3.36	45... 3.60	85... 4.80
30... 3.15	38... 3.39	50... 3.75	90... 4.95
31... 3.18	39... 3.42	55... 3.90	95... 5.10
32... 3.21	40... 3.45	60... 4.05	100... 5.25
33... 3.24	41... 3.48	65... 4.20	

For more than 100 copies of one original, please add 3c per copy

COLLATING/STAPLING

Up to 30 copies of one original, no charge. More than 30 copies of one original, 1¢ per copy.

SPECIAL PAPER (color, three-hole punch, bond)

Up to 30 copies of one original, no charge. More than 30 copies of one original, 1¢ per copy.

OTHER

Reductions... 25¢ per copy   Transparencies... 35¢ per copy

Peel-off labels... 25¢ per copy

Staff-assisted copies from microfilm or microfiche... 35¢ per copy

BEST COPY AVAILABLE

MIT

MICROREPRODUCTION LABORATORY
M.I.T. ROOM 14-0551
CAMBRIDGE, MASS. 02139
(617) 253-5650 253-5668

PRICE LIST

FOR M.I.T. STAFF AND STUDENTS

HANDLING FEE

Only material procured by the Laboratory is subject to the handling fee. Per volume	$5.50

ELECTROPRINTS (positive paper prints)

8-1/2" x 11" from unbound original material 8-1/2" x 11" or smaller	0.05
8-1/2" 11" from bound original material or from original larger than 8-1/2" x 11"	0.10
11" x 17"	0.20

For Thesis Rates see Special Category: M.I.T. THESIS

MICROFICHE ENLARGEMENT PRINTS

8-1/2" x 11", per page	0.10

MICROFILM

35mm Roll Film (negative), per exposure	0.08

For Thesis Rates, see Special Category: M.I.T. THESIS

DUPLICATE ROLL MICROFILM

35mm, positive (Kalvar)	100 feet or more, per foot	0.11
	Less than 100 feet, per foot	0.14
35mm, positive (Silver)	100 feet or more, per foot	0.15
	Less than 100 feet, per foot	0.20
35mm, negative duplicate	100 feet or more, per foot	0.25
	Less than 100 feet, per foot	0.30
16mm, positive (Kalvar)	100 feet or more, per foot	0.09
	Less than 100 feet, per foot	0.12
16mm, positive (Silver)	100 feet or more, per foot	0.14
	Less than 100 feet, per foot	0.17
16mm, negative duplicate	100 feet or more, per foot	0.23
	Less than 100 feet, per foot	0.26
Minimum Order for Duplicate Film		2.00

M.I.T. THESIS

Microfilm	35mm Roll Film, per exposure	0.08
	Maximum charge, thesis microfilm, 35mm, positive	19.00
	Negative 35mm Roll Film, per exposure (plus $3.00 service charge)	0.08
	Maximum charge for 35mm negative Roll Film	30.00
Microfiche	4" x 6" approx., per 60 page fiche	5.75
Electroprints	of M.I.T. Theses, per page	0.10
	Maximum charge for electroprints of thesis	48.00

PICTORIAL MICROFILM

35mm Roll Film, per exposure	0.50
Minimum Order for Pictorial Film	2.00

SLIDES

35mm, positive, glass mounted, each (from originals 3" x 5" to 25" x 40")	1.80
Minimum Order, 6 slides	10.80

PHOTOPRINTS (Paper Prints, Matte, Textual Material)

8-1/2" x 11"	2.00
11" x 17"	3.00
17" x 22"	5.00

Quantity Rates for Photoprints on Request

MICROFICHE 4" x 6" approx.

60 page capacity, per fiche	5.75
98 page capacity, per fiche	8.15

Bulk rates on request

BOX AND REEL for Roll Film	0.50

APERTURE CARDS - Prices on Request

16mm Microfilm of Continuous Fan-Folded Sheets (Computer Printout) - Prices on Request

Records Conversion to 16mm Microfilm - Prices on Request

Minimum Charge, per order	2.00

****

PRICES DO NOT INCLUDE POSTAGE
PRICES SUBJECT TO CHANGE WITHOUT NOTICE

August 1982

PRICE SCHEDULE

SPECIAL SERVICES

These services are available at the Alexander Library and Library of Science and Medicine Copy Centers:

1. OVER-THE-COUNTER SERVICE:

(materials to be copied dropped off directly at Copy Center. No minimum charge.) 20¢/copy (may be charged to "deposit account")

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2. DOUBLE-SIDED COPYING 40¢ per double-sided copy

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3. REDUCTION COPY 20¢/copy

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4. RUTGERS THESIS COPYING SERVICE:

(These prices apply only to Rutgers University theses written and photocopied in fulfillment of a Rutgers University degree program requirement. All other paper, manuscripts, etc., are charged at the multiple copy rate listed below.)

Thesis Copying Charge: 9¢/copy

BOND PAPER CHARGE:
(You may have your thesis copied either on bond paper you supply -no extra charge- or on Crane's 16 lb. 100% rag content paper supplied by the Copy Center: 3¢/copy (additional bond paper charge)

VOLUME DISCOUNT FOR RUTGERS UNIVERSITY THESIS COPYING:

More than 500 total copies 10% discount off total cost

---

5. LOCATE-AND-COPY:

(available only on "deposit account" basis: minimum deposit $50.00)
Mail-in/Drop-off/24-hour hotline: 1-15 page article: $2.50
Additional pages: $0.25 each page

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6. TRANSPARENCY: $1.00/copy (includes transparency)

BOND PAPER CHARGE:
(for any of the above) 3¢/copy

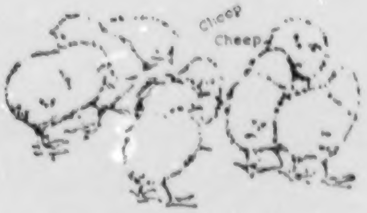
LOCATE AND COPY

CALL US - for books or articles. Alexander Library (932-8564) or Library of Science and Medicine (932-3370) Copy Centers. We will find it and copy it (within the limits of the Copyright Law).

CALL 24 hours a day! We'll have it for you or mail it to you in 24 - 48 hours.

If there's lots to do....MAIL IT IN. We'll mail it back or you can pick it up. Great for Computer Searches!

DROP IT OFF! We'll have it for you or mail it to you in 24 - 48 hours.



All this for $2.50 per article, up to 15 pages. 25¢ each additional page.

A deposit account must be established for all LOCATE & COPY requests. Accounts are available to Rutgers and Rutgers Medical School Faculty, Staff and Students and to any Rutgers department.

A $50 minimum deposit is required which can be supplemented in $50 increments. You will receive, by mail, monthly status reports on your account.

If you wish to open a LOCATE & COPY Service Account, please complete the form below and drop it off or mail it to either copy center.

For further information, call 932-7940 (Alexander) or 932-2269 (LSM).

- -

New ______________
Supplement __________
Close ______________

SET UP AT:
Library: ______________
Date: ________________
Cash/Check: ___________
Staff Initials: _________

LOCATE & COPY SERVICE
DEPOSIT ACCOUNT

LSM Copy Center
P.O. Box 1029
New Brunswick, NJ
08903

Name: ____________________________
Address: __________________________
____
____
Telephone: ________________________

Alexander Copy Center
P.O. Box 212
New Brunswick, NJ
08903

Charge Number Assigned:
____
Status: School:

To establish an account, the user must present a valid RU identification card (either faculty/staff or student).

BEST COPY AVAILABLE

UC-BERKELEY

VendaCard

PRICES

FOR
LIBRARY SELF - SERVICE COPIERS

➡ ***ADD** a one-time card purchase fee of 50¢ per card*
(Cards are Reprogrammable)

PRICE	*ACTUAL VALUE*	*COPIES*
$ 10.00	$ 10.72	134
$ 20.00	$ 22.24	278
$ 35.00	$ 41.20	515
$ 65.00	$ 80.00	1000
$312.50	$400.00	5000

LARGER QUANTITIES AVAILABLE

UCB STUDENT PRICES (With current Reg. card)

PRICE	*ACTUAL VALUE*	*COPIES*
$ 10.00	$ 13.60	170
$ 20.00	$ 27.12	339
$ 35.00	$ 47.52	594
$ 50.00	$ 67.84	848

VENDACARD is available at:

1. LIBRARY COPY SERVICE - First floor, Main Library
2. A.S.U.C. COPY CENTER - Lower Sproul Plaza
3. Self-Service Dispensing Machines (selected Library Locations)

Effective January 22, 1985

THE UNIVERSITY LIBRARY
University of California, San Diego
La Jolla, California

UC-SAN DIEGO

LIBRARY PHOTOGRAPHIC SERVICE RATES

Photocopies

Self-Service Coin-Operated Copiers	$~~.05~~ .10 per exposure
Self-Service UCSD Budget No. Copies	.10 per exposure
Copies Made by Library Staff for UCSD Personnel and Other UC Campuses	
1. Charged to Dept. No. or Budget No.	.20 per exposure
Plus Paging	1.50 per item
Minimum Charge	3.00 per month
2. Over-Counter Cash Sales (Pay Campus Cashier.*)	.20 per exposure
Copies Made by Library Staff for Business, Industry, Other Outside Orders	.25 per exposure
1. Sales Charged and Billed	
Minimum Charge (includes up to 10 prints)	2.50 per volume
Plus Postage and Handling on Each Order Mailed	3.00
Plus Paging	1.50 per item
Minimum Billing Charge	5.00 per month
2. Over-Counter Cash Sales (Pay Campus Cashier.*)	.25 per exposure

Microprints

Self-Service Coin-Operated Printers	.10 per print
Self-Service Budget No. Prints	.15 per print
Self-Service Cash Sales (Pay Campus Cashier.*)	.15 per print
Copies Made by Library Staff	
1. Charged to UC Dept. No. or Budget No.	.30 per print
Plus Paging	1.50 per reel or title
Minimum Charge	3.00 per month
2. Sales Charged and Billed	.30 per print
Minimum Charge (includes up to 10 prints)	3.00 per reel or title
Plus Paging	1.50 per reel or title
Plus Postage and Handling on Each Order Mailed	3.00
Minimum Billing Charge	5.00 per month

Xerox Transparencies	1.50 each

State tax will be charged as appropriate.

August 1, 1981

*Mon.-Fri., 9 a.m.-3 p.m., Bldg. 401.

UNIV. OF COLORADO

CAMPUS COPIES features the Xerox 8200. The "Electronic Printshop" is fast & versatile.

- Offset quality
- Accurate reproductions of halftones
- Copies often better than the original
- Automatic Collation
- 2-Sided Copying
- Reproduction
- Capacity to copy on to a wide variety of paper stocks

CAMPUS COPIES is providing a unique service to the university community:

- Fast turnaround time
- Competitive prices, Volume discounts
- Free collation
- Spiral binding

campus copies

Located in
Norlin Library
on 2nd Floor

Hours
Mon.-Fri.
8 am - 4 pm
Telephone-492-7388

ATTN: PROFS., T.A.'S & INSTRUCTORS

We would like to introduce our new AIM (Additional Instruction Materials) program to you.

- AIM is designed to simplify distribution of mandatory & optional materials to your students.
- Packets are prepared in advance to your specifications
- Sold to students at an affordable rate
- Spiral binding available for preservation of packets

Call for further information

PRICES

COPIES	
BOUND MATERIALS	15¢
Letter Size	5¢
Legal Size	6¢
Reductions	25¢
Mailing Labels	40¢
Transparencies	60¢
Special Stocks	10¢
Thesis Bond	13¢
Hand Feeding	add 5¢ per document

SPIRAL BINDING	
No Cover	$1.50
Cardstock Cover	$1.75
Clear Acetate	$2.00

Prices are based on ½" Thickness; for each add'l. ½" add 50¢

We offer discounts on large runs of 100 copies or more except on AIM packets

Tax 18¢

ROCHESTER

river campus libraries

INFORMATION ABOUT THE RIVER CAMPUS LIBRARIES PHOTOCOPY SYSTEM

University of Rochester * River Campus Libraries

The River Campus Libraries photocopy system provides for coin-operated and Vendacard self-service copying of paper or microform materials. The Vendacard system employs a value-coded card and eliminates the need for carrying change. It permits rapid copying and offers a reduction in price over coin copying:

	Photocopy	Microform copy
Coin	10¢ per exposure	15¢ per exposure
Vendacard	7 1/2¢ per exposure	13¢ per exposure

To use the vendacard system, a rechargeable card may be purchased from wall-mounted dispensers in the following locations:

Rush Rhees Circulation Desk Area	Carlson Library, Hutchison Hall
Rush Rhees Reserve Reading Room	Engineering Library, Gavett Hall 303

The card may be purchased for $1.00, $.50 of which is for the re-usable card itself. Subsequent encoding of the card is for full value.

Pre-encoded cards for various amounts may also be purchased from circulation desks listed below in Section I, "Account Copying".

I. Account copying:

Cards charged to account numbers may be purchased at the Circulation desks in Rush Rhees Library, Carlson Library, the Engineering Library, the Management Library or the POA Library.

If you have an account and wish to have copies supplied, the charges for staff-operated copying are:

	Photocopy	Microform copy
Staff-operated	10¢ per exposure	20¢ per exposure

II. Vendacard operation:

Purchase a card from the wall dispenser by first pressing the "Vendacard Dispenser" button (upper button) and then inserting a one-dollar bill. The card will emerge from the upper slot to the left of the button.

The initial card will be encoded for a photocopying value of 50¢, the remaining 50¢ covering part of the cost of the card. You may add more value to the same card by encoding it further (see "Encoding and re-encoding" in section III below). Copies can be made until the money value of the card falls below 7.5¢, at which point the card must be re-encoded before further copies can be made.

III. Encoding and re-encoding (adding value to the card):

The same wall dispensers may be used to encode cards in increments of $1.00, up to a limit of $99.00 per card. The Rush Rhees Circulation Desk area dispenser will also encode $5.00 at a time up to the same limit.

How to encode:

> Insert your Vendacard with serial number and magnetic strip face-down, arrow-end in first, in the lower slot to the left of the "Vendacard Encoder" button (lower button) on the Vendacard Dispenser unit. Insert a one-dollar bill in the bill changer and the card will automatically be encoded for the value of the bill used; this will be added to any value already on the card. Repeat until you have the desired amount encoded. The process of encoding is identical for machines accepting $5.00 bills as well as $1.00 bills.
>
> When you finish encoding, press the blue button on the encoder; the card is then returned and the "hello" display returns. The card may be re-encoded an unlimited number of times.

Warning: Never attempt to encode more than $99.00 on your card since the encoder will return a value of $00.00, and your money will be neither recoverable or refundable.

IV. Making copies:

Place the card with the serial number and magnetic strip face-down, arrow-end in first, into the controller unit attached on the right side of the photocopier or, on some machines, on the top right. The "hello" display will change to show the value encoded on the card. Set the machine to the desired paper size, and adjust the reduction button if this feature is desired. Some machines also have adjustable copy number buttons for doing multiple copies; in those instances be certain to check the counter to see if it requires resetting. Then press the print button. The controller will count down the value on the card for each copy made. When finished, press the blue button on the card controller unit and the card will eject.

V. Important general reminders:

- Be sure to sign your card.
- Be sure to reset multiple copies button if necessary.
- The River Campus Libraries will not refund the unused value on any Vendacard, nor be responsible for the loss or misuse of any card, nor for the failure to follow instructions made available for the use of the Vendacard Photocopy System.
- Do not expose your card to magnetic sources such as magnets or security key cards.
- The River Campus Libraries Vendacards cannot be used on other copiers on the River Campus, or in the Sibley Music Library or Miner Medical Library.
- The River Campus Libraries make no guarantee of copy quality or machine reliability. Refunds for paper jams or poor quality copies will be made at the discretion of the staff.

QUALITY COPIES AT
COMPARATIVE PRICES

WASHINGTON STATE UNIV.
PLEASE POST

HOLLAND LIBRARY COPY CENTER

WHITE AND PASTELS...... 5¢
LETTER & LEGAL SIZE
25% BOND.............. 6¢
BRIGHT PAPER........... 7¢
HEAVIER WEIGHT
100% BOND.............10¢

ACADEMIC YR
M-F7:30-5:30
S-S1:00- 5:30
SUMMER
M-F 7:30-4:30

DOUBLE SIDED COPIES
CLEAR TRANSPARENCIES
BINDING AVAILABLE

335-7660

FREE COLLATING
REDUCTIONS
FREE STAPLING

Jse our overnight copy service and receive a discount on your order!

LIBRARY JOB DESCRIPTION
Union Positions

JOB TITLE: Library Clerk II—Circulation (Copy Services)

DEPARTMENT: Library SECTION: Circulation

JOB SUMMARY: Photocopies various kinds of library materials and maintains relevant records.

SUPERVISOR: Under the direct supervision of the Library Supervisor (Sciences Circulation) or the Library Supervisor (Bookstacks)

SUPERVISION RECEIVED: Minimum supervision given; follows standardized procedures.

GUIDANCE EXERCISED (PERSONNEL): Provides training and orientation to part-time student assistants.

TYPICAL DUTIES:
Operates copy machines and instructs the public in their use.
Schedules appointments for the use of the machines and in conjunction with the supervisor, schedules students to cover the operating schedule.
Maintains the machines, places service calls for all copy machines when necessary, and insures a stock of needed supplies.
Keeps and compiles statistics relevant to the machine use.
Issues receipts, accounts for monies received, prepares monthly billings, including University accounts and direct billings.
Performs related duties as required.

PHYSICAL APPLICATION REQUIRED: Nothing unusual.

RELATIONSHIPS: Constant contact with Library patrons and some staff.

QUALIFICATIONS:
Graduation from high school or the equivalent.
Ability to interact favorably with the public.
Typing skill of at least 40 words per minute.
Moderate mechanical abilty.
Ability to train and direct student assistants.
Ability to work without constant supervision.

COPY SERVICE STUDENT ASSISTANT DUTIES

1. Wait on customers at the counter
    a. Accept payment for copycards
    b. Make copies for patrons and accept payment
    c. Accurately calculate and record multiple copy charges and interdepartmental charge copies
    d. Make copies for library staff members
    e. Answer questions on microforms material
    f. Provide instructions and directions to all questions as well as possible in a courteous manner
2. Add paper to the copiers as this becomes necessary
3. Clear paper jams when they occur
4. Collect any books, copies, etc., left around the copiers, and keep copier covers closed
5. Fill paper cabinets as necessary
6. Complete all opening and closing procedures
7. Shelve microforms as necessary
8. Use paper cutter to cut forms as necessary
9. Assist in the preparation of interlibrary loan copy requests
10. Try to be aware of patrons who may need help but are not asking for it
11. Arrange for a substitute from among the other Copy Service student assistants when unable to work, particularly in case of exams or vacations during the semester
12. In case of illness or emergency, notify the Copy Service Supervisor at home or office, or the Copy Service Assistant.

GENERAL LIBRARIES
EMORY UNIVERSITY

First Draft

STUDENT EMPLOYEE POSITION DESCRIPTION

POSITION TITLE Copy Service Assistant

JOB CLASSIFICATION 3+

DEPARTMENT Copy Service Unit of Public Services Division

IMMEDIATE SUPERVISOR: (Position Title) Copy Service Supervisor

BRIEF SUMMARY OF POSITION:

Under minimum supervision, responsible for performing duties related to the operation of Copy Service and to facilitate access to the microforms collection.

PRIMARY DUTIES AND RESPONSIBILITIES: (List according to time spent on each duty with job requiring the most time at the top of the list)

Make copies on various types of photocopiers and reader printers.

(or record copies for future charges)
Accurately calculate and accept payment for copying orders and copycards ^.

Maintain physical upkeep of the microforms room including shelving, shelf-reading, microform reader maintenance, etc.

Service copiers.

Assist patrons with questions concerning copying services and the general library services.

Assist patrons in the location and use of microforms, including demonstration of viewers.

Maintain the physical upkeep of the copy service area.

May be responsible for opening or closing procedures.

Answer telephone.

May recycle coin op income from copiers to change machines.

Check out typewriters.

OVER

MACHINES & EQUIPMENT: (used in connection with regular job responsibilities)

3 models of photocopiers
3 models of micro reader printers
many types and models of microform readers
cash register, change machine, copytex terminals
Typewriter, change counter, adding machine as necessary
microfilm camera and splicer

SUPERVISORY RESPONSIBILITIES: (if applicable)

Supervision received: report to Supervisor of Copy Service or assistant However, once training is completed should be able to function unsupervised as required.

Exercised: some training of new students as required.

SPECIAL NOTATIONS: (e.g., preferred number of hours per week and/or number of positions, schedule [if limited to specific hours of the day/week], etc.)

Minimum of 10 hrs per week - prefer 15-20 hours
Minimum 2 hour blocks of time - prefer 4 hour blocks
Minimum 1 semester commutment including finals period
prefer academic year due to length of training required.

Hours available -	Mon-Thurs -	9a.m.-10p.m.
	Friday	9a.m.-5p.m.
	Saturday	12noon-5p.m.
	Sunday	1p.m.-10p.m.

QUALIFICATIONS: (e.g., typing skills, foreign language skills, ability to accept and follow instructions, ability to communicate and work with public, ability to concentrate on details, flexibiity, dependability, etc.)

Ability to deal tactfully with library patrons
Responsible attitude toward job
Courtesy, dependability, punctuality, and neat appearance
Ability to accept and follow instructions
Ability to work independently when required
Accuracy with attention to quality of finished work assignments

DATE POSITION DESCRIPTION DRAFTED December 19, 1984
JTP/5/55

GENERAL LIBRARIES

EMORY

EMORY UNIVERSITY, ATLANTA, GEORGIA

POSITION DESCRIPTION

TITLE: COPY SERVICE SUPERVISOR
CLASSIFICATION: SUPPORT SERVICES ASSISTANT II: POSITION #26
DEPARTMENT: Circulation Services Department
RESPONSIBLE TO: Head, Circulation Services Department

GENERAL FUNCTION

Under direction responsible and accountable for the operation of Woodruff Library's Copy Service including the supervision of Copy Service Personnel, the scheduling of staff to maintain service hours, and the compilation of statistics and fund reports.

SPECIFIC DUTIES

Administer the operation of Woodruff Library Copy Service including train and supervise regular staff and student assistants; hire and schedule personnel and provide back-up to maintain service hours.	30%
Maintain daily, monthly and annual financial and quantitative statistics; collect and deposit funds from Copy Service and other Public Service departments with the Office of the Controller; monitor and order all expendable photocopy and office supplies as needed.	30%
Make copies of material on various photocopy machines; microfilm materials; receive payment for self-service copies when on duty at the service desk.	20%
Handle routine maintenance procedures or contact outside companies for repairs when necessary.	7%
Assist users of the microforms center with the location of materials and use of readers and printers.	6%
Process interlibrary loan copy work: pick up requests, locate articles, copy, invoice, and mail the copy; compile interlibrary loan copy statistics for the General Reference Department.	1%
Interpret and communicate library procedures and policies, including those relating to copyright.	1%
Participate in the work of Library and University committees.	2%
Perform related duties as required.	3%

MINIMUM QUALIFICATIONS

High School diploma. Basic typing skill, with accuracy more important than speed. Demonstrated basic mathematical skills, organizational and supervisory abilities, ability to communicate and work effectively with the public often in rushed and crowded conditions, and to coordinate work with others.

8/5/82
4/22/83

7. Supervisory Responsibilities (if Applicable): List the Names and Titles of Employees Directly Supervised.

Copy Service Clerk
Student Assistants

EMORY

8. Working Environment: General Setting, Hours and Shifts Worked. Comment on Physical and Mental Effort Required, Hazards, etc.

Office setting: 35% seated, 65% standing; some lifting and some soiling maintenance. Paper work has constant interruptions.

9. Contacts with Others (Exclude Supervisors, Co-workers, and Those Supervised.)	**Frequency of Contact**
All segments of the academic community and general public, including contact with sales representatives and service technicians.	Constant.

10. Safeguarding Responsibilities: Describe Duties for Safeguarding Confidential Information, University Funds or Property, or Health and Safety of Others.

Securing and deposit of Library Collected funds up to $5000. weekly. Responsible for monies in the cash register, change machine and coin-ops, as well as all money in the library's safe located in the Copy Service.

TO BE COMPLETED BY IMMEDIATE SUPERVISOR

11. Qualifications

A. Minimum General Education

High School Diploma

B. Specialized Education, Training or Certifications

Basic Typing.

C. Minimum Work Experience

Demonstrated basic mathematical skills; supervisory experience, ability to work with public in rushed conditions; basic concepts of accounting and simple statistics.

D. Special Skills Required

Service orientation and a strong, self-motivated attitude toward the task.

12. Supervisor's Comments on Description of Employee's Duties

Employee's Signature	Date	Supervisor's Signature	Date	Department Head's Signature	Date
Wendy Brainard	4/29/83	Steve Sargent	4.29.83		5/4/

GENERAL LIBRARIES

EMORY UNIVERSITY, ATLANTA, GEORGIA

POSITION DESCRIPTION

TITLE: COPY SERVICE CLERK (20 HOURS PER WEEK)

CLASSIFICATION: LIBRARY ASSISTANT II: POSITION #76

DEPARTMENT: Circulation Services Department

RESPONSIBLE TO: Copy Service Supervisor

GENERAL FUNCTION

Under minimum supervision, responsible for performing duties related to the operation of Copy Service and for processing interlibrary loan photocopy requests.

SPECIFIC DUTIES

Responsible for the processing of interlibrary loan copy requests including collecting materials to be copied, copying, billing, posting and compling of statistics and training and supervising of student assistants to help with the processing.	68%
Make copies of material on various photocopy machines; receive payment and credit invoices for copies; perform routine maintenance on copiers along with other related duties at the service desk.	15%
Train and supervise student assistants as necessary to handle general copy service work.	5%
Organize and maintain work area to insure quality standards and control of all production.	2%
Serve as back-up supervisor in the event of the Supervisor's absence or whenever necessary.	2%
As an initial contact for many users, interpret library policy and procedures as well as the limitations of copyright as they pertain to photocopies.	2%
Assist patrons of the microforms area with the location of materials, use of readers and printers.	2%
Maintain the change machine and keep daily cash records and sales statistics for the copy Service under the supervision of the Copy Service Supervisor.	1%
Participate in the work of Library and University Committees.	1%
Perform related duties as required.	2%

MINIMUM QUALIFICATIONS

High school diploma. Basic typing skill. Demonstrated basic mathematical skills. Demonstrated ability to communicate and work effectively with the public, often in rushed and crowded conditions, and to coordinate work with others.

3/11/83
4/22/83

JOB DESCRIPTION
Rutgers University

TITLE SUGGESTED Head Clerk Alexander Library	Donna M. Ryan PREPARER'S SIGNATURE	10/10/84 DATE EXT 7505
DEPARTMENT/LOCATION University Libraries, New Brunswick Libraries Photoduplication Service; College Avenue, Cook/ Douglass Campuses	Evelyn Greenberg DEPARTMENT HEAD'S SIGNATURE (For validity of content)	DATE EXT

A. JOB FUNCTION STATEMENT (Brief summary of overall responsibility)
Under the supervision of the Photoduplication Services Supervisor, is responsible for overseeing the total operation of the Alexander Library Photoduplication Center including bibliographic verification and location of materials, and management of the public coin-operated photocopy services and administrative photocopy services in the Alexander Library and all CAC branches, as well as the Douglass and IMLR libraries. Oversees provision of services to all microform machines at all above locations; performs monthly audit of all photocopy and microform units at all locations.

B. DESCRIPTION OF DUTIES

% OF TIME

1. Responsible for directing the daily work routines of staff of the Alexander Library photoduplication service center:

   A. Organizes and assigns priorities on a daily basis to photocopy over-the-counter jobs to be performed by staff according to established procedures: (1) exercises quality control over completed photocopy over-the-counter jobs; (2) instructs public in use of the service center; (3) handles problems and major public complaints; (4) maintains accurate record of cash transactions of the center; (5) establishes validity and maintains accurate records of debit-card transactions; (6) ensures the accuracy of daily cash accumulations; (7) monitors center's public access photocopy equipment and collects daily statistical information on center activity; (8) prepares daily cash drawer audit, oversees monthly cash and change photocopy audit; (9) prepares and maintains all photocopy records and reports (10) keeps inventory records and oversees ordering of all necessary supplies; (11) prepares all cash deposits. 50

   B. Oversees hiring, evaluation and training of all employees according to established policies. In consultation with supervisor, fires all unsuitable voucher employees; (1) trains staff in day to day operation of Alexander Library Copy Center; including cash operations, copy machine minor repair, change and coin box troubleshooting.

   C. Coordinates all staff responsibilities: (1) directly responsible for overseeing daily work of photocopy technician; (2) supervises all voucher staff; (3) coordinates and consults with evening and weekend principal clerk on priorities and job responsibilities; (4) evaluates current procedures and makes recommendations to supervisor; (5) oversees implementation (6) interprets policies and procedures to library patrons and staff.

(continue on reverse side)

B. DESCRIPTION OF DUTIES (Continued) % of Time

D. Organizes tasks in support of bibliographic search services provided by the Alexander Library Photoduplication service center: (1) trains staff in use of basic bibliographic verification tools; (2) performs bibliographic verification; (3) interfaces with LOS professional and support staff in verification process.

E. Telephone interface with public and library staff and faculty with regard to procedures and problems. Dispatches technician as necessary.

F. Review and approve voucher wages.

2. Oversees the daily monitoring and efficient operation of coin-vended photocopy machine services in the Alexander Library and all CAC branches as well as the Douglass and IMLR libraries. 30

A. Oversees the daily working availability of all coin-vended photocopy machines in the above locations.

B. Oversees daily filling and maintenance of public dollar bill changers in all locations. (1) oversees the ordering of all necessary supplies; (2) responsible for monthly audit.

---SEE ATTACHED---

(use extra page if necessary)

C. Budget size position influences (Indicate value of assets such as payroll or operating expenses, if applicable) and departmental budget account code. ____________________

____

D. Indicate job-related qualifications which are not higher than necessary to perform the duties of the job as described. (Omit for positions covered by contractual commitments, except indicate if a secretarial position requires machine transcription ___, stenography ___, either ___, or both ___ [Check one].)

	MINIMUM QUALIFICATIONS	ADDITIONAL DESIRABLE QUALIFICATIONS
Education		
Experience, Length in years and kind	SEE ATTACHED	
Licenses, Certificates, or Registrations		
Special knowledges, abilities, and skills	SEE ATTACHED	

% of Time

3. Oversees daily monitoring and efficient operation of administrative photocopy machine services. 5
   A. Oversees the daily working availability of all administrative photocopy machine services in the Alexander Library and all CAC branches as well as the Douglass and IMLR libraries. (1) oversees the ordering of all necessary supplies. (2) responsible for monthly audit. (3) prepares and maintains all reports and records.

4. Oversees the daily working availability of all microform equipment in the Alexander Library and all CAC branches as well as the Douglass and IMLR libraries. (1) performs monthly cash and charge account audit. (2) prepares and maintains all microform records and reports. (3) oversees the ordering of supplies and records and maintains adequate inventory. 15

Specialized knowledge and experience required for the position:

1. Knowledge of and experience in the provision of reprographic services.
2. Knowledge of and experience in the technical operation of photocopy and other reprographic equipment.
3. Four years office experience, one of which includes demonstrated group leadership experience and ability.
4. Knowledge of and experience in handling large amounts of cash with regard to sound auditing and security procedures.

JOB DESCRIPTION
Rutgers University

Principal Clerk (Evening Supervisor) New Brunswick Libraries Copy Service
TITLE SUGGESTED

Evelyn Greenberg
PREPARER'S SIGNATURE
DATE

Network Services, New Brunswick Libraries Copy Service, Rutgers University Libraries
DEPARTMENT/LOCATION

EGreenberg 9/11/84
EXT 7505
DEPARTMENT HEAD'S SIGNATURE (For validity of content)
DATE
EXT

A. JOB FUNCTION STATEMENT (Brief summary of overall responsibility)

Under the broad direction of the Supervisor New Brunswick Libraries Copy Service is responsible for the systemwide operation and management of all photoduplication servic provided at all Rutgers University Libraries on the New Brunswick campuses during their evening hours of operation.

B. DESCRIPTION OF DUTIES

% OF TIME

I. Responsible for the evening management and operation of two Copy Centers at the Alexander Library and the Library of Science and Medicine: 40

- A. Interviews, hires, evaluates and fires all evening voucher employees.
- B. Schedules voucher employees.
- C. Evening policy authority: Resolves all patron problems and questions of a non-routine nature. Recommends to the head of the department necessary policy and procedural revisions.
- D. Assigns and supervises work to be performed by voucher employees at both Copy Centers.
- E. Has authority to close Copy Centers in emergency situations.
- F. Liaison with Evening Circulation Supervisors at four major library units and evening staffs at four branch libraries on services provided through the Copy Centers.
- G. Makes recommendations on evening opening hours, staffing levels, etc., to the head of the department.

II. Responsible for maintaining services and counter coverage at the Alexander Library and Library of Science and Medicine Copy Centers: 20

- A. Sets work schedules for all voucher employees, Monday - Thursday, 6:00 p.m. - 12:00 midnight and Sunday 4:00 p.m. - 12:00 midnight at both Copy Centers.
- B. Makes arrangements to provide additional coverages in case of absences or emergency.
- C. Works with head of department and Weekend Supervisor to cover own absences.

III. Responsible for closing out voucher operated cash drawers and securing all cash at two Copy Centers: 20

(continue on reverse side)

DESCRIPTION OF DUTIES (Continued)

A. Closes the Library of Science and Medicine Copy Center:
  --count and close LSM cash drawer, verify correct
  --perform LSM daily transaction summary
  --remove all non-operating funds from LSM coin and dollar change Machines
  --lock all cash into safe

B. Closes the Alexander Library Copy Center:
  --count and close Alex cash drawer, verify correct
  --perform Alex daily transaction summary
  --remove all non-operating funds from Alex coin and dollar change machines
  --lock all cash into safe

(The Evening Supervisor alone will have access to the departmental safe and coin and dollar change machines and be responsible for verifying and securing $1,000 - $3,000 (LSM Copy Center) and $1,000 - $5,000 (Alex Copy Center) nightly.)

---continued on separate sheet---

(use extra page if necessary)

C. Budget size position influences (Indicate value of assets such as payroll or operating expenses, if applicable) and departmental budget account code.__________

D. Indicate job-related qualifications which are not higher than necessary to perform the duties of the job as described. (Omit for positions covered by contractual commitments, except indicate if a secretarial position requires machine transcription ___, stenography ___, either ___, or both ___ [Check one].)

	MINIMUM QUALIFICATIONS	ADDITIONAL DESIRABLE QUALIFICATIONS
Education		
Experience, Length in years and kind	SEE ATTACHED SHEET	
Licenses, Certificates, or Registrations		
Special knowledges, abilities, and skills	SEE ATTACHED SHEET	

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DESCRIPTION OF DUTIES -continued-

% of Time

IV. Responsible for operation and equipment services of photoduplication coin-op services at the Douglass, Art, IMLR, Kilmer, Math and Records Hall Reserve libraries: 20

A. Maintains liaison with the Evening Circulation Supervisors and staff at these libraries regarding photoduplication services including the handling of patron inquiries, problems and complaints.
B. Responds directly with on-site visit in event of service problems with copier or coin changer equipment in all of the above locations.
C. Maintains evening service log.

Specialized knowledge and experience required for the position:

--Supervisory experience or group leadership experience, preferably in a library service environment.
--Knowledge of and experience in the technical operation of photocopy and other reprographic equipment preferred.
--Knowledge of and experience in handling of large amounts of cash with regards to sound auditing and security procedures.

RUTGERS

JOB DESCRIPTION
Rutgers University

Supervisor, Library Photocopy Services
TITLE SUGGESTED

Evelyn Greenberg 8/16/84
PREPARER'S SIGNATURE DATE

Rutgers University Libraries
Network Services Unit, Photoduplication Department
DEPARTMENT/LOCATION

Evelyn Greenberg EXT 8/16/84
DEPARTMENT HEAD'S SIGNATURE DATE
(For validity of content)

EXT

A. JOB FUNCTION STATEMENT (Brief summary of overall responsibility)
Under the general supervision of the Assistant University Librarian for Public Services is responsible for recommending policy, managing and supervising the Photoduplication Department.

B. DESCRIPTION OF DUTIES

% OF TIME

I Responsible for establishing the work routines and supervising the efforts of staff in the provision of photoduplication and other reprographic services in the Alexander and LSM copy centers and any others to be established. 40

A. Determines work priorities of the centers; coordinates the scheduling and monitoring of all copying work of the centers; maintains accurate accounting of all transactions; directs statistics gathering and produces reports on the centers' activities; coordinates the compilation of billing data and interacts with the Library Budget Office in monitoring account activity.

B. Supervises the operation of approximately 40 coin and key operated photocopy machines located in ten library units on the New Brunswick area campuses: (1) supervises the collection, counting and securing of approximately $500,000 per year in cash generated by vended copy machine service: (2) establishes the procedure and performs auditing functions on cash services.

C. Supervises the maintenance of photocopy machines and dollar bill changers: (1) develops procedures for and supervises the functioning of vendor supplied repair services; (2) maintains liaison with vendor service and sales departments and monitors service contract performance; (3) supervises division staff and designated unit library staff in filling of machines with necessary supplies; (4) supervises division staff and designated unit library staff in troubleshooting and minor repair work.

D. Establishes and maintains liaison with photocopy services provided in the libraries on the Newark and Camden campuses.

(continue on reverse side)

B. DESCRIPTION OF DUTIES (Continued)

E. Monitors supply needs for microform and photocopy services on the New Brunswick area campuses: (1) plans and establishes procedures for the maintenance of supply levels; (2) applies sound business practices in the procurement of supplies.

F. Monitors systemwide service performance: (1) prepares statistical and annual reports; (2) analyzes services data and makes independent judgment in the recommendation of staffing needs.

II. Responsible for the supervision and direction of all Photoduplication Department personnel: 35%

A. Responsible for the training and direction of Evening and Weekend Supervisors: to develop policy and procedure for evening and weekend operation and service of Copy Center and non-copy center library locations; to determine adequate staffing levels and work flow arrangements; to develop closing and security procedures; to determine evening and weekend hours of operation and changes in such hours; to develop hiring and evaluation procedures for all evening and weekend voucher staff (95 voucher hours/week).

--- continued on separate sheet ---

(use extra page if necessary)

C. Budget size position influences (Indicate value of assets such as payroll or operating expenses, if applicable) and departmental budget account code.____________

D. Indicate job-related qualifications which are not higher than necessary to perform the duties of the job as described. (Omit for positions covered by contractual commitments, except indicate if a secretarial position requires machine transcription ___, stenography ___, either ___, or both ___ [Check one].)

	MINIMUM QUALIFICATIONS	ADDITIONAL DESIRABLE QUALIFICATIONS
Education		
Experience, Length in years and kind		
Licenses, Certificates, or Registrations		
Special knowledges, abilities, and skills	SEE ATTACHED SHEET	

B. Responsible for training and direction of LAII Coordinator of the LSM Copy Center and Busch/Kilmer libraries and the LAII Coordinator of the Alexander Copy Center and College Ave/Douglass libraries: to develop policy and procedure for day-time operation of the Copy Centers; to develop procedure and scheduling for adequate maintenance of the Math., Kilmer, Douglass, Art, IMLR, and Records Hall Copier locations; to determine adequate staffing levels and scheduling procedures for day-time operation of the Copy Centers. Works with each LAII to develop hiring and evaluation of voucher staff (16hrs/week each Copy Center); supervises each LAII in conducting audit in respective areas of responsibility.

C. Recommends the firing, promotion and evaluation of all department staff. Recommends disciplinary action where deemed necessary and carries out such disciplinary action as well as handling first step grievances.

III. Policy and Developmental Responsibilities:

A. In consultation with the Assistant University Librarian for Public Services, assists in developing all policy in services and operations of the department's Copy Centers: Responsible for developing all procedures to implement policy decisions.

B. In consultation with the Assistant University Librarian for Public Services, develops all policies and procedures concerning servicing the equipment and collecting the income from all Library microfilm machines (presently 70 machines). Has operational responsibility and will integrate this aspect of reprographic services using existing staff as of September 1, 1981.

Specialized knowledge and experience required for the position:

--Knowledge of and experience in operation of reprographic services in a large institution.

--Knowledge of sound business practices as applicable to an income generating service.

--Knowledge of and experience in the handling of large amounts of cash with regard to sound auditing and accounting practices.

--Knowledge of and experience in the technical operation of photocopy and other reprographic equipment.

--Knowledge of and experience in management of personnel, including several years of supervisory or group leadership experience, preferably in a library service environment.

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JOB DESCRIPTION
Rutgers University

TITLE SUGGESTED	PREPARER'S SIGNATURE	DATE
Principal Clerk		EXT 7505
DEPARTMENT/LOCATION	DEPARTMENT HEAD'S SIGNATURE (For validity of content)	DATE
Network Services, New Brunswick Libraries Copy Service, Rutgers University Libraries	Evelyn Greenberg	EXT

A. JOB FUNCTION STATEMENT (Brief summary of overall responsibility)
Under the broad direction of the Supervisor for Photocopy Services, is responsible for the systemwide operation and management of all photoduplication services provided at all Rutgers University Libraries on the New Brunswick campuses during their weekend hours of operation.

Schedule: Friday, 4:00pm - 10:00pm, Saturday, 9:00am - 6:00pm,
Sunday, 11:30am - 4:30pm

B. DESCRIPTION OF DUTIES — % OF TIME

I. Responsible for the weekend management and operation of two Copy Centers at the Alexander Library and the Library of Science and Medicine: 40

A. Interviews, hires, evaluates and fires all evening voucher employees.
B. Schedules voucher employees.
C. Weekend policy authority: Resolves all patron problems and questions of a non-routine nature. Recommends to the head of the department necessary policy and procedural revisions.
D. Assigns and supervises work to be performed by voucher employees at both Copy Centers.
E. Has authority to close Copy Centers in emergency situations.
F. Liaison with Evening Circulation Supervisors at four major library units and evening staffs at four branch libraries on services provided through the Copy Centers.
G. Makes recommendations on weekend opening hours, staffing levels, etc., to the head of the department.

II. Responsible for maintaining services and counter coverage at the Alexander Library and Library of Science and Medicine Copy Centers: 20

A. Sets work schedules for all voucher employees, Friday, 6:00pm-10:00pm, Saturday, 9:00am-6:00pm, Sunday, 10:00am-4:00pm at both Copy Centers.
B. Makes arrangements to provide additional coverage in case of absences or emergency.
C. Works with head of department and Evening Supervisor to cover own absences.

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DESCRIPTION OF DUTIES (Continued)

III. Responsible for closing out voucher operated cash drawers and securing all cash at two Copy Centers: 20%

A. Closes the Library of Science and Medicine Copy Center:
--count and close LSM cash drawer, verify correct.
--perform LSM daily transaction summary.
--remove all non-operating funds from LSM coin and dollar change machines.
--lock all cash into safe.

B. Closes the Alexander Library Copy Center:
--count and close Alex cash drawer, verify correct.
--perform Alex daily transaction summary.
--remove all non-operating funds from Alex coin and dollar change machines.
--lock all cash into safe.

(The Weekend Supervisor alone will have access to the departmental safe and coin and dollar change machines and be responsible for verifying and securing $1,000 - $3,000 (LSM Copy Center) and $1,000 - $5,000 (Alex Copy Center) on weekends.)

(use extra page if necessary)

C. Budget size position influences (Indicate value of assets such as payroll or operating expenses, if applicable) and departmental budget account code.

D. Indicate job-related qualifications which are not higher than necessary to perform the duties of the job as described. (Omit for positions covered by contractual commitments, except indicate if a secretarial position requires machine transcription ___, stenography ___, either ___, or both ___ [Check one].)

	MINIMUM QUALIFICATIONS	ADDITIONAL DESIRABLE QUALIFICATIONS
Education		
Experience, Length in years and kind	SEE ATTACHED SHEET	
Licenses, Certificates, or Registrations		
Special knowledges, abilities, and skills	SEE ATTACHED SHEET	

IV. Responsible for operation and equipment services of photoduplication coin-op services at the Douglass, Art, IMLR, Kilmer, Math and Records Hall Reserve Annex libraries: 20%

A. Maintains liaison with Evening Circulation Supervisors and staff at these libraries regarding photoduplication services including the handling of patron inquiries, problems and complaints.

B. Responds directly with on-site visit in event of service problems with copier or coin changer equipment in all of the above locations.

C. Maintains weekend service log.

Specialized knowledge and experience required for the position:

--Supervisory experience or group leadership experience, preferably in a library service environment.
--Knowledge of and experience in the technical operation of photocopy and other reprographic equipment preferred.
--Knowledge of and experience in handling of large amounts of cash with regards to sound auditing and security procedures.

RUTGERS

JOB DESCRIPTION
Rutgers University

TITLE SUGGESTED
Photocopy/Reprographic Technician
Library of Science and Medicine

Donna M. Ryan 10/10/84
PREPARER'S SIGNATURE DATE

DEPARTMENT/LOCATION
University Libraries, New Brunswick Libraries
Photoduplication Service; Busch/Kilmer Campuses

Evelyn Greenberg EXT 7505
DEPARTMENT HEAD'S SIGNATURE DATE
(For validity of content)

EXT

A. JOB FUNCTION STATEMENT (Brief summary of overall responsibility)
Under the general supervision of the Photoduplication Services Supervisor, with daily assignments from the Head Clerk, is in charge of maintenance and operation of photocopy and microform machines for the New Brunswick Libraries Copy Service in the Library of Science and Medicine, Math Library, Kilmer Library and the Library Annex. Responsible for the collection and recording of all monies from all photocopy and microform machines in the N.B. Libraries Copy Service in the Library of Science and Medicine, Math Library Kilmer Library and the Library Annex.

B. DESCRIPTION OF DUTIES

% OF TIME

A. Responsible for monitoring and ensuring the efficient operation of coin-vended photocopy machine services in the Library of Science and Medicine, Math Library, Kilmer Library and the Library Annex.

1. Responsible for the daily working availability of all coin-vended photocopy machines in the above locations: (1) ensures that all machines are filled to proper supply levels and are functioning properly: (2) corrects minor machine breakdowns: (3) identifies machine malfunctions requiring service calls to vendor: (4) monitors and ensures repair of vendor serviced machines: (5) monitors photocopy supplies and in consultation with Head Clerk, prepares orders for all photocopy supplies. 60%

2. Responsible for the filling and maintenance of public dollar bill changers: (1) ensures the daily working availability of all changers: (2) fills changers with proper coinage: (3) corrects minor machine breakdowns: (4) identifies machine malfunctions requiring service calls to vendor: (5) monitors and ensures repair of vendor serviced machines.

3. Collects all monies from all change machines and photocopy coin boxes and counts and records amounts daily. (a) assists in monthly audit at the Library of Science and Medicine, Math Library, Kilmer Library and the Library Annex.

4. Takes all cash income to bank for deposit.

B. Responsible for monitoring and ensuring the efficient operation of administrative photocopy machine services:

1. Responsible for the daily working availability of all administrative photocopy machine services in the Library of Science and Medicine, Math Library, Kilmer Library and the Library Annex: (1) monitors supply levels of administrative machines: (2) collects statistical data on machine usage: (3) corrects minor machine breakdowns: (4) identifies machine malfunctions requiring service calls to vendor: (5) monitors and ensures repair of vendor serviced machines: (6) monitors administrative supplies and in consultation with Head Clerk, prepares orders for all photocopy supplies. 10%

RUTGERS

B. DESCRIPTION OF DUTIES (Continued) % of Time

C. Responsible for the daily working availability of all microform equipment in the Library of Science and Medicine, Math Library, Kilmer Library and the Library Annex: 30%

1. (1) corrects minor machine breakdowns: (2) identifies machine malfunctions requiring service calls to vendor: (3) monitors and ensures repair of vendor serviced machines: (4) monitors required supply levels: (5) in consultation with Head Clerk orders all microform supplies.

2. Collects all monies from all microforms' coin boxes and counts and records amounts daily. (1) assists in monthly audit at the Library of Science and Medicine, Math Library, Kilmer Library and the Library Annex: (2) prepares monthly income report: (3) prepares monthly machine activity report.

3. Takes all cash income to bank for deposit.

(use extra page if necessary)

C. Budget size position influences (Indicate value of assets such as payroll or operating expenses, if applicable) and departmental budget account code.__________

D. Indicate job-related qualifications which are not higher than necessary to perform the duties of the job as described. (Omit for positions covered by contractual commitments, except indicate if a secretarial position requires machine transcription ___, stenography ___, either ___, or both ___ [Check one].)

	MINIMUM QUALIFICATIONS	ADDITIONAL DESIRABLE QUALIFICATIONS
Education		
Experience, Length in years and kind	SEE ATTACHED	
Licenses, Certificates, or Registrations		
Special knowledges, abilities, and skills	SEE ATTACHED	

Specialized knowledge and experience required for the position:

1. Knowledge of and experience in the provision of reprographic services.
2. Knowledge of and experience in the technical operation of photocopy and other reprographic equipment.
3. Knowledge of and experience in handling large amounts of cash with regard to sound auditing and security procedures.

UNIVERSITY OF KENTUCKY
LIBRARIES

Preliminary Job Description

Purpose: To be used for establishing tentative salary assignments of new staff positions, or to accompany request for reclassification of existing positions.

DATE: January 28, 1985

______ Establishment of New Position X Reclassification
Employee Name* Kimberly McLurkin Present Job Title* Staff Asst. II
Position Number* 6 Salary Grade* 3 Account #* 80601
Department Per./News./Microtexts School/Division Library
Building King-North Room 201 Phone 257-1563
Name of Immediate Supervisor Lewis Warden Title Copy Service Superviso
Appointment Status: Regular xx Full-time (37 1/2 hours) ______
Temporary ______ Half-time (18.75 - 37.15 hours) xx
Casual ______ Part-time (1 - 18.30 hours) ______

Number of hours per week if position is part-time 20

* Complete these items if request is for Reclassification.

SUMMARY

JOB DESCRIPTION

(complete the following sentence and state briefly a summary of the purpose of the position)

UNDER THE SUPERVISION OF the Copy Service Supervisor, assists in the day-to-day operations of that unit, including photocopying, assisting patrons with equipment, processing interlibrary loan requests.

DUTIES

(list here the specific duties of the position)
Regular: (daily or almost daily)

40% - Copying and maintaining copier log sheets.
20% - Helps patrons by assisting in use of equipment, answering questions concerning copying policies, etc.
12% - Performs routine equipment maintenance--cleaning glass, adding paper & toner, etc.
14% - Processes interlibrary loan invoices and records statistical data; processed intra-library loan requests.

PERIODIC: (at recurring fixed intervals)

OCCASIONAL: (sporadic and indefinite intervals)

2% - Locates material to be copied.
6% - Replaces bulbs in equipment; performs minor repair work.
2% - Trains student assistants and other Library employees in use of microform and copying equipment.
1% - Prepares daily deposit in absence of supervisor.
1% - Contacts service personnel to report equipment problems.
2% - Supervise student assistants and assigns duties.

If more space is required, attach additional sheets

UNIV. OF KENTUCKY

JOB INFORMATION SHEET

1. In your opinion, what is the minimally acceptable formal educational background required to perform the assigned duties?

____ Grade School
X High School Graduation
____ Business/Technical School Graduation*
____ 2 yrs. College or Equivalent*
____ College Degree*
____ Advanced Degree*

* What type of College Study or Technical Training would be required?

____

2. In your opinion, check the minimum amount of previous related experience that would be required of applicants before acceptance to this position.

____ None
X 6 Months
____ 1 Year
Prior experience in dealing with public
____ 2-3 Years
____ 4-6 Years
____ 7-10 Years

3. In your opinion, what period of learning time on the job would be required in order for a person to achieve reasonably proficient performance?

____ 1-2 Weeks
____ 1 Month
X 3 Months
____ 6 Months
____ 1 Year
____ 2 Years

4. How frequently will the work performance be checked or reviewed by the supervisor?

____ Immediate Supervision - close and regular checks of work performance will be made.
X Supervision - employee operates from standard practices and procedures.
____ General Supervision - employee largely plans and arranges own work.

5. Will the person in this position be responsible for making decisions?

X Yes
____ No

6. Will the person on this job be responsible for funds?

____ None or very little ($10. or less)
X Low (to $100.)
____ Limited (to $500.)
____ High (to $2,000.)
____ Very High (over $2,000.)

7. Will the person on this job be responsible for working with confidential information of any sort?

X None
____ Occasionally
____ Frequently
____ Regularly

If so, briefly describe nature and type of such confidential information:

____

____

____

JOB INFORMATION SHEET

8. Indicate the frequency and type of contacts this person will be responsible for:

FREQUENCY	MEANS	TYPE
☐ None	☒ In person	☒ Public
☐ Occasionally	☒ By telephone	☒ Students
☒ Frequently	☐ By correspondence	☒ Other department personnel

9. What kinds of errors could easily be made in this position? What would be the consequences of such errors?

Improper care of machines--down time, service calls. Mistakes in photocopying & invoices--work has to be done over. Poor public service could result in bad public relations.

10. Indicate the number of persons this position will be responsible for supervising:

☐ None ☐ Full-time 1-5 Part-time

Check phrases indicating kind of supervisory responsibilities to be delegated to this position, if any:

☐ Plan Work
☒ Assign Work
☒ Check and Approve Work
☐ Recommend Pay Increases
☐ Recommend Hiring & Discharge
☐ Responsible for Work Discipline
☐ Responsible for Error of Employee
☒ Instruct in Methods & Procedures

11. What degree of concentration on minute job details or varied tasks is required to accomplish the desired rate of job performance?

☒ Intermittent duties - requires close attention at periodic intervals.
☐ Uniform mental attention required to maintain constant flow of daily work routine.
☐ Constant heavy concentration - large volume of work to be processed within limited periods of time schedules.

12. Indicate best description of physical effort demands of job.

☐ Primarily a "sitting" or "desk job".
☒ Primarily a "motion" job. (Requires lifting and working with light objects)
☐ Primarily a "difficult motion" job. (Requires frequent medium-heavy exertion)
☐ Primarily a "heavy effort" job. (Requires medium-heavy and maximum capacity exertion)

13. Working conditions: ☒ Indoors 100 % of time. ☐ Outdoors ___ % of time.

☐ Excellent
☒ Normal
☐ Undesirable
☐ Quite Disagreeable

14. Job Hazards

☐ Negligible
☒ Minor Injuries Possible
☐ Serious Injury Possible
☐ Permanent Injury could result from such activity

UNIV. OF KENTUCKY

PRELIMINARY JOB INFORMATION SUMMARY SHEET
FOR
OFFICE & CLERICAL POSITIONS
(SUPPLEMENTARY SHEET)

AFTER COMPLETING THE ATTACHED JOB INFORMATION SUMMARY, PLEASE COMPLETE THIS SUPPLEMENTARY SHEET. CHECK ( ) WHERE APPROPRIATE IF YOU HAVE NOT RESPONDED ON THE JOB INFORMATION SUMMARY SHEET, PLEASE ANSWER ALL QUESTIONS IN DETAIL.

Page 2.

Please indicate the approximate amount of time that you spend on each of the assigned tasks.

Page 3.

Please indicate the approximate amount of time that you spend on each of the assigned tasks.

Question #5.

If the person in this position is responsible for making decisions, please explain the type, extent and who these decisions will affect.

Decides when a machine requires a service call; makes decisions about work priorities.

Question #6.

To what extent, and what types of equipment, supplies, material, tools, etc., will the person in this job be responsible for maintaining.

Explain: Photocopiers, microform readers, microform reader-printers.

Approximate value of equipment, materials, etc., for which employee is responsible Copiers: $8000;. Readers: $300-$1100; Reader-printer: $2800

Question #8.

FREQUENCY	TYPE
______ Continuous	______ Patients
	______ University Personnel

Question #10.

Are students supervised? __x__ yes ______ no How Many? 1-5

UNIV. OF KENTUCKY

JOB INFORMATION SHEET

15. This action is being requested in order to meet the following need(s):

_____ Increased volume of present work load
_____ Additional function or new type of work being assigned.
_____ Change in departmental organization.
_____ Other: _____

16. List here any special qualifications required for filling this position. (Keep the position itself in mind, rather than the qualifications of the individual who may occupy the job at present.)

_____ Ability to type with speed and accuracy
_____ Ability to take and transcribe oral dictation
_____ Broad knowledge of bookkeeping methods
x Ability to work well with others
x Other: mechanical aptitude desirable

17. What do you consider the most important duties and responsibilities of this position?

_____ Responsibility for supervision
_____ Maintaining office records and files
_____ Interpreting departmental rules and procedures
x Responsibility for ~~funds or~~ equipment
x Other: Dealing with public

18. What salary grade assignment would you recommend for this position? 4

GENERAL COMMENTS:

Date: 1-29-85 Signature: _____
IMMEDIATE SUPERVISOR

GENERAL COMMENTS:

Date: _____ Signature: _____
DEAN OR ADMINISTRATIVE OFFICER

Question #11.

In addition to the supervisory responsibilities, does this position require responsibility for the health and safety of others on the job? ______yes ___x___no If yes, explain the nature and extent of the responsibility:____________________________________

____

____

____

____

Question #12.

PHYSICAL EFFORT & DEMANDS OF THE JOB

_____ A. Requires little or no physical effort or dexterity. Primarily a "sitting or desk job". May occasionally require standing or walking about.

__x__ B. Light physical effort involving regular work. Requires standing and walking about, or working regularly at lifting, carrying and manipulating lightweight materials. Minimum dexterity in the use of the fingers, limbs or body in the operation of office or shop equipment.

_____ C. Continuous light physical activity; skill adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical office or shop machines or tools within moderate tolerances or limits of accuracy.

_____ D. Moderately heavy work or light physical effort with heavy work for a considerable part of the working time such as lifting, pushing, pulling or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances.

_____ E. Extremely strenuous physical labor or heavy work most of the time; or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerance.

Question #13.

Briefly describe any unpleasant conditions (noise, fumes, gases, heat, dust, etc.) inherent in the job that may subject the employee to added risk of injury, or add to the unpleasantness of the work surroundings.

____

____

____

____

Question #16.

JOB HAZARDS

______Exposure to infectious germs or diseases.
______Exposure to radiation or other dangerous elements.

UNIVERSITY OF KENTUCKY
LIBRARIES
Preliminary Job Description

Purpose: To be used for establishing tentative salary assignments of new staff positions, or to accompany request for reclassification of existing positions.

DATE: January 28, 1985

_____ Establishment of New Position   x Reclassification

Employee Name* Lewis Warden   Present Job Title* Staff Asst.VI

Position Number* 2   Salary Grade* 7   Account #* 80601

Department Per./News./Microtexts   School/Division Libraries

Building King-North   Room 202   Phone 257-1565

Name of Immediate Supervisor Judy Sackett   Title Dept. Head

Appointment Status: Regular x   Full-time (37 1/2 hours) x

Temporary _____   Half-time (18.75 - 37.15 hours) _____

Casual _____   Part-time (1 - 18.30 hours) _____

Number of hours per week if position is part-time _____

* Complete these items if request is for Reclassification.

SUMMARY

JOB DESCRIPTION

(complete the following sentence and state briefly a summary of the purpose of the position)

UNDER THE SUPERVISION OF the Head of the Per./News./Micro. Department, maintains and supervises the main photoduplication operation of the library system.

DUTIES

(list here the specific duties of the position)

Regular: (daily or almost daily)

- 7% - Process interlibrary loan requests, respond to requests via OCLC terminal, maintain statistics, figure billing.
- 10% - Copy materials; handle the hard-to-copy items that assistant cannot; Duplicate microfiche; make transparencies.
- 20% - Deal with public--assist in using equipment, explain policies, respond to phone and mail inquiries.
- 30% - Maintain equipment--hourly check of copiers; add toner & Paper; make minor repairs, call service man; do routine maintenance, schedule maintenance to be done by staff.
- 10% - Supervise staff and students; supervise work.
- 7% - Balance cash box to make daily deposit.

PERIODIC: (at recurring fixed intervals)

2% - Prepare monthly report, including statistics.
3% - Fill out student time sheets, prepare student and staff payroll.
4% - Hire, schedule, and train students and staff.

OCCASIONAL: (sporadic and indefinite intervals)

2% - Monitor supply levels and order when necessary.
1% - Help with decisions regarding new equipment, improvements in operation of departments.
1% - Assist in miscellaneous special projects in department.
1% - Help with equipment repairs in other departments in library system.
2% - Perform specialized duplicating operations (ie: Coal INK Newsletter).

If more space is required, attach additional sheets

JOB INFORMATION SHEET

1. In your opinion, what is the minimally acceptable formal educational background required to perform the assigned duties?

____ Grade School
_x__ High School Graduation
____ Business/Technical School Graduation*
____ 2 yrs. College or Equivalent*
____ College Degree*
____ Advanced Degree*

* What type of College Study or Technical Training would be required?

____

2. In your opinion, check the minimum amount of previous related experience that would be required of applicants before acceptance to this position.

____ None
____ 6 Months
_x__ 1 Year
____ 2-3 Years
____ 4-6 Years
____ 7-10 Years

3. In your opinion, what period of learning time on the job would be required in order for a person to achieve reasonably proficient performance?

____ 1-2 Weeks
____ 1 Month
____ 3 Months
_x__ 6 Months
____ 1 Year
____ 2 Years

4. How frequently will the work performance be checked or reviewed by the supervisor?

____ Immediate Supervision - close and regular checks of work performance will be made.
____ Supervision - employee operates from standard practices and procedures.
_x__ General Supervision - employee largely plans and arranges own work.

5. Will the person in this position be responsible for making decisions?

_x__ Yes
____ No

6. Will the person on this job be responsible for funds?

____ None or very little ($10. or less)
_x__ Low (to $100.)
____ Limited (to $500.)
____ High (to $2,000.)
____ Very High (over $2,000.)

7. Will the person on this job be responsible for working with confidential information of any sort?

_x__ None
____ Occasionally
____ Frequently
____ Regularly

If so, briefly describe nature and type of such confidential information:

____

____

____

UNIV. OF KENTUCKY

JOB INFORMATION SHEET

8. Indicate the frequency and type of contacts this person will be responsible for:

	FREQUENCY		MEANS		TYPE
____	None	x	In person	X	Public
____	Occasionally	X	By telephone	X	Students
X	Frequently	X	By correspondence	X	Other department personne

9. What kinds of errors could easily be made in this position? What would be the consequences of such errors?

____

____

10. Indicate the number of persons this position will be responsible for supervising: 1 staff; 1-5 students

____ None ____ Full-time XX Part-time

Check phrases indicating kind of supervisory responsibilities to be delegated to this position, if any:

X Plan Work
X Assign Work
X Check and Approve Work
____ Recommend Pay Increases

X Recommend Hiring & Discharge
X Responsible for Work Discipline
X Responsible for Error of Employee
X Instruct in Methods & Procedures

11. What degree of concentration on minute job details or varied tasks is required to accomplish the desired rate of job performance?

X Intermittent duties - requires close attention at periodic intervals.
____ Uniform mental attention required to maintain constant flow of daily work routine.
____ Constant heavy concentration - large volume of work to be processed within limited periods of time schedules.

12. Indicate best description of physical effort demands of job.

____ Primarily a "sitting" or "desk job".
X Primarily a "motion" job. (Requires lifting and working with light objects)
____ Primarily a "difficult motion" job. (Requires frequent medium-heavy exertion)
____ Primarily a "heavy effort" job. (Requires medium-heavy and maximum capacity exertion)

13. Working conditions: X Indoors 100 % of time. ____ Outdoors ____ % of time.

____ Excellent
XX Normal

____ Undesirable
____ Quite Disagreeable

14. Job Hazards

____ Negligible
X Minor Injuries Possible

____ Serious Injury Possible
____ Permanent Injury could result from such activity

JOB INFORMATION SHEET

15. This action is being requested in order to meet the following need(s):

____ Increased volume of present work load
____ Additional function or new type of work being assigned.
____ Change in departmental organization.
____ Other: ____

16. List here any special qualifications required for filling this position. (Keep the position itself in mind, rather than the qualifications of the individual who may occupy the job at present.)

____ Ability to type with speed and accuracy
____ Ability to take and transcribe oral dictation
____ Broad knowledge of bookkeeping methods
____ Ability to work well with others
_x_ Other: mechanical aptitude; ability to deal with public; ability to prioritize; ability to supervise effectively & plan work

17. What do you consider the most important duties and responsibilities of this position?

____ Responsibility for supervision
____ Maintaining office records and files
____ Interpreting departmental rules and procedures
_x_ Responsibility for funds or equipment
_x_ Other: Efficient handling of interlibrary loan requests; providing good public service.

18. What salary grade assignment would you recommend for this position? 8

GENERAL COMMENTS: This operation has been expanded from a behind the scenes copy service to a photoduplication unit which handles all interlibrary loan requests involving copying, assisting patrons in using library equipment, and has extensive public service contacts with faculty and the community. and maintains a large number of expensive copiers, reader-printers, and readers.

Date: 1-29-85 Signature: Judy Sackett
IMMEDIATE SUPERVISOR

GENERAL COMMENTS:

Date: ____ Signature: ____
DEAN OR ADMINISTRATIVE OFFICER

UNIV. OF KENTUCKY

PRELIMINARY JOB INFORMATION SUMMARY SHEET
FOR
OFFICE & CLERICAL POSITIONS
(SUPPLEMENTARY SHEET)

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Page 2.

Please indicate the approximate amount of time that you spend on each of the assigned tasks.

Page 3.

Please indicate the approximate amount of time that you spend on each of the assigned tasks.

Question #5.

If the person in this position is responsible for making decisions, please explain the type, extent and who these decisions will affect.

Responsible for planning student budget and hiring and firing student assistants; planning work flow & setting priorities; evaluating staff members and student workers.

Question #6.

To what extent, and what types of equipment, supplies, material, tools, etc., will the person in this job be responsible for maintaining.

Explain: Responsible for photocopiers, microform readers, microform reader-printers, and microfiche duplicator.

Approximate value of equipment, materials, etc., for which employee is responsible copiers: $7000; readers: $300-1100; reader-printers: $2800 duplicator: $400.

Question #8.

FREQUENCY	TYPE
______ Continuous	______ Patients
	______ University Personnel

Question #10.

Are students supervised? __x__ yes ______ no How Many? 1-5

Question #11.

In addition to the supervisory responsibilities, does this position require responsibility for the health and safety of others on the job?
______yes ___x___no If yes, explain the nature and extent of the responsibility: ______________________

Question #12.

PHYSICAL EFFORT & DEMANDS OF THE JOB

_____ A. Requires little or no physical effort or dexterity. Primarily a "sitting or desk job". May occasionally require standing or walking about.

__x__ B. Light physical effort involving regular work. Requires standing and walking about, or working regularly at lifting, carrying and manipulating lightweight materials. Minimum dexterity in the use of the fingers, limbs or body in the operation of office or shop equipment.

_____ C. Continuous light physical activity; skill adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical office or shop machines or tools within moderate tolerances or limits of accuracy.

_____ D. Moderately heavy work or light physical effort with heavy work for a considerable part of the working time such as lifting, pushing, pulling or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances.

_____ E. Extremely strenuous physical labor or heavy work most of the time; or exceptional skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerance.

Question #13.

Briefly describe any unpleasant conditions (noise, fumes, gases, heat, dust, etc.) inherent in the job that may subject the employee to added risk of injury, or add to the unpleasantness of the work surroundings.

Question #16.

JOB HAZARDS

______Exposure to infectious germs or diseases.
______Exposure to radiation or other dangerous elements.

UNIV. OF MANITOBA

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UNIVERSITY OF MANITOBA

JOB DESCRIPTION

For Employee Relations Office Use

NAME ______________________________

DEPARTMENT Microform Room, Reference Services and Dafoe Collections Department, Elizabeth Dafoe Library

TYPE OF WORK Library Assistant II
(Secretarial, Clerical, Technical, Accounting, Computer Programming, etc.)

GENERAL INSTRUCTIONS

This job description, when completed, should consist of concise and factual statements related to the work and qualification requirements of the position. Consult the *Guideline for Completing Job Descriptions* beforehand. It outlines the suggested format and explains what information is required. It is important to ensure that all statements are complete and current. Contact the Compensation and Research Office if you require assistance to complete the job description. It is appreciated if job descriptions are submitted in printed (ink) or typed form.

SECTION A **NOTE: SECTIONS A AND B TO BE COMPLETED BY EMPLOYEE**

Name and title of the person who supervises your work – Maps/Microforms Librarian

Summary of job character (purpose, nature and scope of position) –

The University of Manitoba Libraries consist of thirteen unit libraries located on the Fort Garry and Health Sciences Campuses. With collections of 1.2 million volumes, an annual operating budget of over 7.5 million dollars, and a full-time equivalent staff of 241 employees, the libraries serve a community of approximately 25,000 students, faculty and citizen borrowers.

The Elizabeth Dafoe Library contains over 670,000 monographs, 5,000 serials, 350,00 government publications and 275,000 microformat titles relevant to the research, study and teaching of the humanities and social sciences. The Reference Services and Dafoe Collections Department includes four sections: Reference, Collection Development, Interlibrary Loan and Government Publications. The Microform Room is part of the Reference Section. Its collection numbers over 400,000 items with several thousand items being added each year. This area houses most of the microforms and equipment in the Elizabeth Dafoe Library. A full range of microfilm, microfiche and microcard readers and reader printers is available for use.

The incumbent has responsibility for maintaining the microform room and equipment (some 28 machines) as well as being responsible for the routine maintenance and cleaning for 30 other microform machines in the Elizabeth Dafoe Library. She/he provides assistance in using the equipment, makes hard copies of microforms when required, and gives basic informational assistance in the use of the collection.

[illegible]
[illegible]

UNIV. OF MANITOBA

Supervision Exercised:

1) Are you responsible for the direction or supervision of others? No (Yes or No) - but assists in the direction and instruction of student assistants in the work of the area.

(2) If 'yes', how many employees do you supervise?

(3) Highest level supervised

(4) Nature of supervision exercised

Contacts and Relationships — Has regular contact with librarians, faculty members, students, general public and service personnel and commercial companies. Occasional contact with other universities personnel and other outside users.

Equipment Used — All types of microform readers and reader/printers.

SECTION B INFORMATION REQUIRED IN SECTION B IS NOT USED IN JOB EVALUATION.

Personal Inventory:

Education and Skills

Amount of related experience prior to joining the University (measured in years or months)

Date at which you joined the University

SECTION C TO BE COMPLETED BY SUPERVISOR

Supervision Received — Close supervision from Maps/Microforms librarian during training period; general supervision once a basic understanding of responsibilities has been grasped.

Working Conditions — Normal office hours: 9:00 - 5:00 p.m. Monday to Friday. Possibility of evening hours during some parts of the academic year.

BEST COPY AVAILABLE

UNIV. OF MANITOBA

Characteristic Duties and Responsibilities – Indicate Percentage of Time

	%
Key responsibilities	
A. User services	
1. Regularly assists patrons and library staff in the use of microform equipment and in the location of microforms and maintains a manual circulation system.	15
2. Regularly instructs patrons on how to make hard copies of microforms, makes hard copies of microforms for patrons and for library use, collects, records and submits payment for these.	10
3. Gives basic informational assistance in the use of the microform collection and refers more complex questions to the reference librarians. Answers over 40 questions weekly.	10
B. Holdings organization	
1. Records over 350 individual and partial sets of microform yearly in the Microform Room Catalogue.	5
2. Files into the Microform Room Catalogue over 500 cards yearly.	5
3. Files into cabinets over 75 microforms weekly; shelf reads and maintains catalogue drawer order as required.	7
4. When microforms arrive sends approximately 75 work cards per month to Current Periodicals and to bibliographers.	4
5. Checks all items for completeness and quality and returns damaged items to publishers and claims any missing items occasionally.	2
C. In-House Requirements	
1. Is responsible for all equipment being in good working order. Does basic cleaning and maintenance of the 28 pieces of equipment in the Microform Room and the 30 COM catalogue microfiche readers and other microform equipment.	10
2. Checks and changes toner, paper and projection lamps in microform readers and/or printers; orders and keeps adequately stocked (for the Elizabeth Dafoe and other libraries) microform related supplies approximately fifteen times a year.	10
3. Notifies appropriate company or sends work order to the Instructional Media Centre Supervisor regarding repairs and scheduled maintenance of microform equipment as required.	4
4. Inventories equipment and keeps records of repairs and scheduled maintenance. Consults with Maps/Microforms Librarian concerning service contracts and recommending and justifying new equipment purchases.	7
5. Arranges for repair of damaged microforms occasionally.	1
6. Assists in selecting, interviewing, training, directing, evaluating and organizing work of student assistants.	3
D. Additional Duties	
1. Collects statistics monthly on microform use and occasionally gathers other related statistics.	
2. Assists in preparation of section annual reports and other occasional special reports.	
3. Other duties as assigned.	7

UNIV. OF MANITOBA

For Employee Relations Office Use

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UNIVERSITY OF MANITOBA

JOB DESCRIPTION

NAME

DEPARTMENT Circulation Department, Elizabeth Dafoe Library

TYPE OF WORK Library Assistant II
(Secretarial, Clerical, Technical, Accounting, Computer Programming, etc.)

GENERAL INSTRUCTIONS

This job description, when completed, should consist of concise and factual statements related to the work and qualification requirements of the position. Consult the *Guideline for Completing Job Descriptions* beforehand. It outlines the suggested format and explains what information is required. It is important to ensure that all statements are complete and current. Contact the Compensation and Research Office if you require assistance to complete the job description. It is appreciated if job descriptions are submitted in printed (ink) or typed form.

SECTION A

NOTE: SECTIONS A AND B TO BE COMPLETED BY EMPLOYEE

Name and title of the person who supervises your work –

Circulation Supervisor

Summary of job character (purpose, nature and scope of position) –

The University of Manitoba Libraries consist of thirteen unit libraries located on the Fort Garry and Health Sciences Campuses. With collections of 1.2 million volumes, an annual operating budget of over 8 million dollars, and a full-time equivalent staff of 235.6 employees, the libraries serve a community of approximately 25,000 students, faculty and citizen borrowers.

The Elizabeth Dafoe Library contains over 670,000 monographs, 5,000 serials, 350,000 government publications and 275,000 microformat items relevant to the research, study and teaching of the Humanities, Social Sciences, Human Ecology, Social Work and Nursing. The Circulation Department provides service to a campus-wide community as well as approximately 10,000 external borrowers. About 250,000 volumes are circulated annually using a fully automated circulation system. The Circulation Department is staffed by a Librarian, four Supervisors, seventeen Library Assistants and approximately twenty part-time staff members.

A Photocopying Service, located in the department is operated by the Circulation staff. Policies and charges are set by the the library administration. The incumbent is responsible for the operation of the photocopier, along with the billing and accounting for all copies processed. The volume of photocopying is over 200,000 copies per year.

March 1983

ER 106
03/76

Characteristic Duties and Responsibilities – Indicate Percentage of Time	%
RESPONSIBILITIES	
The incumbent, assisted when necessary by a Circulation Desk staff member, operates a Canon 400 F photocopier. Photocopying is done for three groups of users, for library employees, for users with departmental budget or grant numbers, and for cash paying users. Records must be accurately maintained for all three of these user groups.	80%
In accordance with Canon procedures the copier is cleaned and serviced, and service personnel contacted when serious mechanical problems arise. Adequate supplies of paper, toner, et cetera are ordered from Central Stores.	5%
Takes responsibility for cash float as well as for cash received, deposits receipts with Comptroller's Office at least once a week.	5%
An important area of the incumbent's responsibility is the training of assistants from the Circulation Desk staff in the operation of the machine and accounting procedures for cash, credit and volume of work.	5%
When time permits the incumbent assists with those routine circulation desk jobs which can be combined with attention to the copying function.	5%

UNIV. OF MANITOBA

Supervision Exercised:

(1) Are you responsible for the direction or supervision of others? No (Yes or No)

(2) If 'yes', how many employees do you supervise?

(3) Highest level supervised

(4) Nature of supervision exercised

Contacts and Relationships — Faculty. students, and staff from library office, library departments and unit libraries, occasional outside users, circulation staff, supervisors and department head.

Canon - service personnel.

Equipment Used — Canon 400 F
Data entry and display terminals
Book Check Unit

SECTION B **INFORMATION REQUIRED IN SECTION B IS NOT USED IN JOB EVALUATION.**

Personal Inventory:

Education and Skills

Amount of related experience prior to joining the University (measured in years or months)

Date at which you joined the University

SECTION C **TO BE COMPLETED BY SUPERVISOR**

Supervision Received — General Supervision

Working Conditions — On feet a lot; pressure at times
Regular 5-day week - 8:30 a.m. - 4:30 p.m.

UNIVERSITY OF NOTRE DAME LIBRARIES

POSITION: Copy Center Clerk
Circulation/Stacks Services

CLASSIFICATION: Library Staff - B1

RESPONSIBILITIES:

Assists the Head of the Circulation/Stacks Services Department in providing photocopying service and maintenance of photocopying equipment. Also provides assistance in the Circulation, Shelving and Periodical Center sections of the department. Performs the required duties of this position under the direction of the Head of Circulation/Stacks Services. Shares the assigned duties of the Copy Center, Circulation, Shelving and Periodical Center with other Circulation/Stacks Services personnel.

STATEMENT OF DUTIES:

Provide photocopy service to Copy Center patrons.

Monitor and provide maintenance for Copy Center and 221 copy machines.

Order Copy Center supplies.

Maintain an adequate supply of paper and toner for all Copy Center and 221 copy machines.

Keep up-to-date on copyright laws.

Provide monthly reports on copy machine usage.

Report all service calls to IBM.

Make sure library material is returned to Circulation or Periodical Center after copying.

Sort charge slips and send to 221 each month.

Assists in training assistants in the Copy Center and monitors their performance.

Assists patrons at Circulation Desk and performs other functions of Circulation Section.

Assists in Shelving Section as required.

Assists patrons in the use of Periodical Center collections and services as required.

Performs other duties required for the effective functioning of Circulation/Stacks Services and as assigned by the Head of

Circulation/Stacks Services.

QUALIFICATIONS:

High School graduate. Education and/or experience should be adequate for carrying out the responsibilities of this position. Some prior work with photocopy equipment would be desirable. Must be conscientious, have the ability and desire to handle the variety of duties required by this position, be able to work with a minimum of supervision, have some mechanical skill and/or aptitude, and be personable in contacts with co-workers and patrons, faculty and students. Must be able to work flexible schedule including evenings and weekends.

8/84

POSITION DESCRIPTION

UNIV. OF WATERLOO

POSITION TITLE	JOB CLASSIFICATION	DATE PREPARED
Copy Centre Operator	Service Grade ~~3~~ - 40 Hours 5	April, 1984
EPARTMENT	UNIT	REPORTS TO
Graphic Services	Copy Centre/Bindery	Copying Co-ordinator

PURPOSE OF FUNCTION

Under the direction of the Copying Co-ordinator, acts as back up to five Copy Centres and assists in Bindery when necessary.

PRIMARY DUTIES

1. Operate copying equipment at a location designated by the Copying Co-ordinator.
2. Receive jobs directly from the requisitioner and process in accordance with their specifications.
3. Maintain equipment, place service calls as necessary.
4. Requisition supplies as necessary.
5. Meet established production and quality standards.
6. Handle cash in accordance with University and Departmental Procedures when operating Library Cash Centre.

SPECIAL REQUIREMENTS OR CONDITIONS

1. Knowledge of copying techniques and equipment. Manual dexterity required and able to stand for long periods of time and handle paper stocks.
2. Requires limited technical ability to understand and apply directions in order to satisfy demands quickly and accurately. Desire to serve customers.
3. Requires an averall related experience and job training of one (1) year. Contacts involve discussion with user.
4. Confidentiality is imperative as position involves processing of University management information.

Approved M J Rowe

M. J. Rowe
Director of Graphic Services

Page 1 of 1

HIGHER EDUCATION PERSONNEL BOARD

WASHINGTON STATE UNIV.

STATE OF WASHINGTON
HIGHER EDUCATION PERSONNEL SYSTEM
POSITION DESCRIPTION

1. ASSIGNED CLASSIFICATION
2. POSITION NUMBER 7621/1401
3. REVIEWED BY
4. DATE
5. AUDITED BY
6. DATE
7. PAY RANGE
8. STEP

SECTION I—GENERAL

(ABOVE SPACES TO BE COMPLETED BY PERSONNEL DEPT.)

9. NAME LAST FIRST MIDDLE INITIAL
10. CLASSIFICATION TITLE Office Supervisor I
11. WORKING TITLE Copy Center Supervisor
12. INSTITUTION WSU
13. LOCATION OF EMPLOYMENT ADDRESS Library Copy Center CITY Pullman BUILDING Holland ROOM NO. WORK PHONE 335-7660
14. DEPARTMENT, DIVISION OR SECTION Libraries
15. IMMEDIATE SUPERVISOR NAME Donna L. McCool, TITLE Asst Dir for Adm Svc BUILDING Holland ROOM NO. 221 WORK PHONE 335-4557
16. OFFICIAL WORK WEEK (NUMBER OF HOURS) 40
17. MONTHS PER YEAR 12
18. SHIFT
19. DURATION OF EMPLOYMENT WITH INSTITUTION YEARS 1 MONTHS 3 WITH PRESENT DUTIES YEARS 1 MONTHS 0
20.

SECTION II—DESCRIPTION OF DUTIES

21. % TIME ☐ Day ☒ Wk ☐ Mo. ☐ Yr

22. DUTIES
READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS SECTION
LIST THOSE DUTIES FIRST WHICH OCCUPY MOST OF YOUR TIME.
NOTE—UNDERLINE OR BRACKET YOUR MOST RESPONSIBLE DUTY

PLEASE LEAVE BLANK

60 Makes photocopies and receives cash or IRI payments.

40 Supervises and trains hourly employees.
Prepares employee work schedules. Schedules and monitors the flow of work, including overnight patron orders and copying for Library units. Develops internal day-to-day work procedures within the guidelines established for the Copy Center.

Maintains copy quality control. Contacts vendor service representatives regarding machine malfunctions. Performs routine maintenance on photocopiers (cleans glass, replaces toner, diagnoses simple mechanical failures, clears papers jams, etc.).

Implements and enforces the Copyright Law using guidelines prepared for the Library Copy Center by the Special Projects Librarian.

Implements and monitors Library Copy Center cash handling procedures which were developed by the Accounting Technician and approved by the Assistant Director for Administrative Services. Works with Accounting Technician to solve cash handling problems.

Collects statistical data relating to the volume and nature of photocopying, machine downtime, etc., and prepares reports for supervisor.

Maintains Copy Center's file of departments authorized to charge to IRI's. Resolves questions relating to use of IRI's with Accounting Technician who maintains master records.

Resolves patron complaints regarding service provided by the Copy Center.

(Attach one additional sheet if necessary)

SECTION III—RELATED INFORMATION

WASHINGTON STATE UNIV

23. PLEASE EXPLAIN THE MANNER IN WHICH YOUR DUTIES AND RESPONSIBILITIES HAVE CHANGED SINCE YOUR POSITION (1) WAS LAST AUDITED, OR (2) SINCE THE TIME THAT YOU WERE FIRST ASSIGNED TO THE POSITION. (ATTACH ADDITIONAL SHEET IF NECESSARY.)

24. IF YOU ARE IN A SUPERVISORY POSITION, LIST THE UNITS YOU SUPERVISE AND NUMBER OF EMPLOYEES IN EACH UNIT INCLUDING PART-TIME HELP. AN ORGANIZATION CHART HELPS CLARIFY THIS ITEM. PLEASE ATTACH.

This position supervises the Library Copy Center.

PLEASE LEAVE BLANK

25. LIST EMPLOYEES, IF ANY, UNDER YOUR **DIRECT** SUPERVISION. IF MORE THAN FIVE LIST THE NUMBER OF EMPLOYEES BY CLASSIFICATION

	NAME OR NUMBER	NUMBER OF HOURS WORKED PER WEEK	CLASSIFICATION/WORKING TITLE	EMPLOYMENT STATUS	
A.	Student	varies	190 hrs/mo (47.5 hrs/wk)	H	C = CLASSIFIED S = STUDENT H = HOURLY T = TEMPORARY
B.					
C.					
D.					
E.					

26. WHAT TYPE OF AUTHORITY AND RESPONSIBILITY DO YOU HAVE REGARDING THE HIRING, EVALUATION, DISCIPLINE AND/OR TERMINATION OF THE EMPLOYEES LISTED ABOVE (ITEM #25) PLEASE EXPLAIN

Independently hires, evaluates, disciplines and terminates hourly employees.

27. LIST ANY OFFICE MACHINES, EQUIPMENT, TOOLS, MOTOR VEHICLES, ETC. OPERATED ON JOB. GIVE PER CENT OF TIME

Xerox 3107 copier, IBM Copier III, electronic cash register and desk calculator.

PER CENT OF TIME YOU TYPE IN A 40-HOUR PERIOD

28. I CERTIFY THAT THE STATEMENTS CONTAINED HEREIN ARE MY OWN AND ARE ACCURATE AND COMPLETE

(SIGNATURE OF EMPLOYEE)

29. DATE

SECTION IV—STATEMENT OF IMMEDIATE SUPERVISOR

30. THE ABOVE STATEMENTS ARE ACCURATE AND COMPLETE EXCEPT: (Attach additional sheet if necessary)

31. DO YOU AGREE WITH STATEMENT ON MOST RESPONSIBLE DUTY? (ITEM 22) IDENTIFY EXCEPTIONS TO STATED AUTHORITY

☐ Yes
☐ No

EXPLAIN—

32. LIST THOSE EMPLOYEES WHO PERFORM SUBSTANTIALLY THE SAME DUTIES AS THOSE THAT ARE SET FORTH IN ITEM NO. 22.

	NAME OF EMPLOYEE (3 ARE SUFFICIENT)	CLASSIFICATION TITLE	WORKING TITLE
A.	None in the Libraries		
B.			
C.			

33. SUPERVISION REQUIRED OF **POSITION** (WHILE PERFORMING DUTIES UNDER ITEM 22)

☐ CLOSE DETAILED; ☐ ON A SPOT CHECK BASIS ONLY; ☒ LITTLE—EMPLOYEE RESPONSIBLE FOR DEVISING OWN WORK METHODS; ☐ OTHER

EXPLANATION OF ITEM CHECKED:

34. COMPLEXITY OF DUTIES (AS DESCRIBED UNDER ITEM 22)

☐ REPETITIVE (HIGHLY PROCEDURAL)
☐ ROUTINE (REQUIRING SOME JUDGMENT)
☒ DIVERSIFIED (VARIETY OF APPLICATIONS)
☐ SPECIALIZED (REQUIRING SPECIAL TRAINING/EXPERIENCE)

EXPLANATION OF ITEMS CHECKED:

35. EXPERIENCE (KIND AND LENGTH OF TIME **REQUIRED**)

One year experience in supervision

36. SPECIAL KNOWLEDGE, SKILLS, LICENSE, ETC. **REQUIRED**

37. EDUCATION (MINIMUM **REQUIRED** FOR ENTRY TO POSITION)

☐ LESS THAN HIGH SCHOOL ☐ HIGH SCHOOL/VOC. TECH ☐ SOME COLLEGE ☒ COLLEGE GRAD ☐ GRADUATE STUDY

DEGREE (KIND) MAJOR VOC/TECH PROGRAM

38. SIGNATURE OF IMMEDIATE SUPERVISOR

39. TITLE Asst. Dir. for Admin. Svcs.

40. DATE 12/01/82

SECTION V—STATEMENT OF DEPARTMENT HEAD

(Attach Additional Sheet If Necessary)

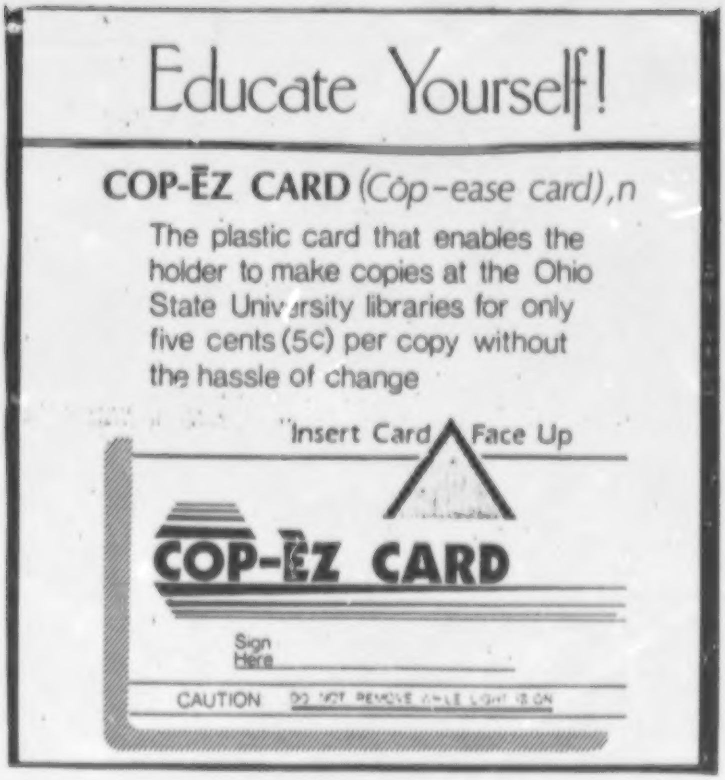
41. DEPARTMENT HEAD'S COMMENTS AS TO ACCURACY AND COMPLETENESS OF STATEMENTS OF EMPLOYEE AND IMMEDIATE SUPERVISOR

42. SIGNATURE OF DEPARTMENT HEAD OR AUTHORIZED REPRESENTATIVE

43. TITLE

44. DATE

OHIO STATE UNIVERSITY



Educate Yourself!

COP-ĒZ CARD *(Cŏp-ease card),n*

The plastic card that enables the holder to make copies at the Ohio State University libraries for only five cents (5¢) per copy without the hassle of change

"Insert Card Face Up
COP-ĒZ CARD
Sign Here
CAUTION DO NOT REMOVE WHILE LIGHT IS ON

UNIVERSITY OF CALIFORNIA, BERKELEY

LIBRARY COPIER PRICE

UCB STUDENTS MAY NOW MAKE COPIES FOR 5.9¢ PER COPY AT MOST LIBRARIES ON CAMPUS, BY USING A VENDACARD PURCHASED AT THE LIBRARY COPY SERVICE OR AT THE ASUC. THE FORMER PRICE TO STUDENTS WAS 6.25¢ PER COPY.

REDUCTION

SHOW OFF YOUR HALLOWEEN COSTUME!!
COME BY FOR A

20%

DISCOUNT ON COPIES

HOLLAND COPY CENTER

335-7660

M-F 7:30-5:30 S-S 1:00-5:00

HOLLAND COPY CENTER

FREE SORTING, FREE STAPLING, REDUCTIONS
CLEAR TRANSPARENCIES
BINDING AVAILABLE

5¢
COPIES

M-F 7:30-5:30
S-S 1:00-5:00
335-7660

25% BOND .... 5¢
BRIGHT PAPER .... 7¢
100% BOND .... 10¢

WE'RE OPEN TONIGHT . . .

for your 'Final' convenience

HOLLAND LIBRARY COPY CENTER

M-T 7:30 a.m.-5:30 p.m.
7:00 p.m.-10:00 p.m.
F 7:30 a.m.-5:30 p.m.
S-S 1:00 p.m.-5:00 p.m.

Per-fec'-tion
(per-fek-shun)

n. 1. Quality of state of being perfect 2. Hence, the highest possible degree of excellence 3. A quality completely excellent.

HOLLAND COPY CENTER

"Where quality counts and perfection is guaranteed."

Mon.-Fri. 7:30-5:30
Sat.-Sun. 1:00-5:00

DAILY EVERGREEN

HOLLAND COPY CENTER

★ 20% DISCOUNT ★

ON REDUCTIONS
74% & 65%

QUALITY COPIES AT COMPETITIVE PRICES

ONE COUPON PER PERSON

ONE COUPON PER ORDER
EXPIRES 11/15/84

ONE COUPON

BROWN

BROWN UNIVERSITY LIBRARY
Providence, Rhode Island 02912

April 6, 1984

Dear Student:

The Brown University Library is offering a $50.00 incentive award to one of the undergraduates and one of the graduates among the student population completing this library survey. The Library is currently involved in a major study to evaluate the services we offer. The information we gain from this survey and a corresponding faculty survey will help us evaluate the effectiveness of our current services and design new services.

Your completed survey should be dropped at the circulation desk in the Rockefeller, Sciences, the Pembroke and John Hay libraries, or returned to Steve L. Thompson, Box A, if you wish to use campus mail. You can be assured of the complete confidentiality of your response.

If you are interested in participating in the contest for the $50.00 award, please fill out the coupon below and return it with your completed survey. The survey should be returned no later than April 30, 1984. The winner of the $50.00 award will be selected on Wednesday, May 2, 1984, and notified the same day by phone or the next day by mail.

Thank you for your help.

Merrily E. Taylor
Merrily E. Taylor
University Librarian

- -

NAME______________________________ Phone________________

Local Address____

BROWN

THE NEXT SET OF QUESTIONS IS DESIGNED TO MEASURE AWARENESS OF, USE OF, AND SATISFACTION WITH LIBRARY SERVICES.

Directions: For each of the following services, please mark one item in the USE section and one item in the SATISFACTION section.

	USE				SATISFACTION		
	I am unaware of this service	I am aware of this but don't use it	I use it 1-5 times a semester	I use it 6 or more times/sem.	I am satisfied with service	I am dissatisfied with service	Does not apply
32. BOOK CIRCULATION: check out, return and renewal of library material.							
33. BOOK SEARCH: Circulation Dept. attempts to find books that are not on shelf.							
34. BOOK RECALL: If a book has been checked out, borrower will be asked to return it and it will be held for you.							
35. CURRENT SERIALS SECTION (Sciences)-where unbound journals are located.							
36. PERIODICALS READING ROOM (Rockefeller)-where unbound journals and newspapers are kept.							
37. RESERVE BOOKS (Sciences)-where course material is kept on reserve.							
38. RESERVE BOOK ROOM (Rockefeller)-where course material is kept on reserve.							
39. MAP COLLECTIONS							
40. COPY MACHINES							
41. BROCHURES-describing services/facilities							
42. GOVERNMENT DOCUMENTS							

accommodations be considered for a reading area close-by the science reserve section. (See section on student staff and appendix -- for additional information regarding reserve services.)

Copying Services

The Library offers copying services at both the Rockefeller and Sciences Libraries. Again this services falls under the jurisdiction of the Circulation Department. No one will be surprised at either the levels of awareness or satisfaction with this service as expressed by the respondents.

Awareness of Copy Service

	Aware & Use		Aware & Don't Use		Unaware		Missing	
	#	%	#	%	#	%	#	%
Faculty	128	85.9	17	11.4	4	2.7	42	22.0
Grads	153	91.1	14	8.3	1	.6	21	11.1
Seniors	162	94.1	7	4.1	3	1.7	6	3.3
Juniors	140	96.5	4	2.8	1	.7	4	2.6
Sophomores	154	93.3	10	6.1	1	.6	8	4.6
Freshmen	132	88.6	16	10.7	1	.7	0	0

Undergraduates seem to be the largest users of the copy services, as they are the largest users of the Reserve systems. Faculty do not use the service in the same numbers as the overall students population. However, when asked to indicate satisfaction more faculty, 62 or 41.9%, expressed dissatisfaction than any other group.

Satisfaction with Copy Service

	Satisfied		Dissatisfied		Not Applicable		Missing	
	#	%	#	%	#	%	#	%
Faculty	69	46.6	62	41.9	17	11.8	43	22.5
Grads	93	56.4	61	37.0	11	6.7	24	12.6
Seniors	103	63.6	52	32.1	7	4.3	16	8.9
Juniors	86	61.4	52	37.1	2	1.4	9	6.0
Sophomores	114	72.2	36	22.8	8	5.1	15	8.6
Freshmen	90	64.3	37	26.4	13	9.3	9	5.9

The level of overall dissatisfaction is supported by the ad-hoc comments which dealt with the insufficient number of machines, as well as the need to wait for use. (See section on improved services).

Users were asked also to indicate their awareness of and levels of satisfaction for services not under the jurisdiction of the Circulation Department, but which, nonetheless often lead

RESULTS FROM OHIO STATE FACULTY POLL, FALL 1984 (Excerpt)

"Concerning photocopying in the libraries, eighty-two percent of the faculty is satisfied with the number of photocopiers in the libraries. Fifty-nine percent of those who used photocopiers never used those in the libraries, thirty-four percent used the libraries' copiers 1-4 times per month, followed by 4% 5-8 times, 1% 9-12 times, 1% 13-16 times, and 1% 26 and over times per month. Seventy-four percent are satisfied with the price of photocopying in the libraries. Seventy-two percent are aware that library materials can be damaged during photocopying. Of the faculty that was surveyed ninety-two percent considered the OSU libraries to be "user friendly"."

RESULTS FROM OHIO STATE STUDENT POLL, FALL 1984 (Excerpt)

"Concerning the use of copy machines in the libraries, forty-seven percent of the students responded that they used the copy machines 1-4 times per month, thirty-five percent responded never, followed by 8% 5-8 times, 5% 9-12 times, 2% 28 and over, 2% 21-24 times, 1% 17-20 times, and .3% were unsure. Of those who used the copy machines sixty-nine percent were satisfied with the number of photocopiers in the libraries, thirty percent were not. When asked about the price of photocopying in the libraries, sixty-five percent of the students felt that the price of the photocopies was reasonable, thirty-five percent felt it was not. Seventy-three percent of the respondants were not aware that library materials can be damaged during photocopying."

March 5, 1984

MEMORANDUM

TO: Department Heads

FROM: Joan McConkey
Planning and Administrative Services Librarian

SUBJECT: EVALUATION OF SERVICES PROVIDED BY CAMPUS COIN COPIES

We would like to have your evaluation of how well Campus Coin Copies is serving the copying requirements of the Libraries. Please rate their service in the following areas. We would also appreciate more specific comments about how well your department's copying needs are met.

Please return this evaluation sheet to me by March 16.

	Excellent		Good		Poor
1. Quality of Copies					
(a) Counter Service	5	4	3	2	1
(b) Self-Service	5	4	3	2	1
2. Courteous Counter Service	5	4	3	2	1
3. Turn-around time (24 hours is standard)	5	4	3	2	1
4. Maintenance of self-service machines	5	4	3	2	1
5. Materials stock	5	4	3	2	1

Comments:

BEST COPY AVAILABLE

JM/adlf

UNIVERSITY AND VENDOR
ANONYMITY IS REQUESTED
FOR THIS CONTRACT IN ANY
OMS USE.

THE UNIVERSITY

Contract

THIS CONTRACT made and entered into this first day of April in the year Nineteen Hundred and eighty-four between hereafter called the "VENDOR" and hereafter called the "UNIVERSITY."

WITNESSETH:

WHEREAS the VENDOR and the UNIVERSITY desire to enter into a CONTRACT whereby the VENDOR will supply the UNIVERSITY nonexclusive coin-operated copying service for the University Libraries.

NOW, THEREFORE, IT IS AGREED BY AND BETWEEN THE PARTIES HERETO AS:

1. The VENDOR agrees to install and place in operation at his expense no less than twenty-five (25) newly manufactured Sharp SF-815CN factory prepared coin-operated copiers. In addition, three (3) newly manufactured Rowe BC-35 one and five dollar bill changers will be installed at the VENDOR'S expense. These machines will be placed at library locations as designated by the UNIVERSITY. All machines are to run on 110V-15A electrical requirements provided by the UNIVERSITY. If necessary, the UNIVERSITY will at its expense, mount bill changers to walls and run electrical connections. Additional machines may be placed at additional locations by mutual agreement of the VENDOR and the UNIVERSITY.

2. Copy machines must provide high quality, exact reproduction, clear copy on 8½" x 11" or 8½" x 14" paper at a cost of five cents ($ .05) per copy. The ability to vend 11" x 17" copies at ten cents ($ .10) per copy must be available at the UNIVERSITY'S option. All machines shall have the ability to accept nickles, as well as, dimes and quarters and give appropriate change.

3. All copiers to have a total paper capacity of 1,250 sheets. Dual cassettes will be provided that will dispense 8½" x 11", 8½" x 14", or 11" x 17" 20 lb. bond paper at the discretion of the UNIVERSITY.

4. VENDOR will provide at his cost rapid repair, paper and chemical replacement, change replenishment and coin collection service at all hours the libraries are open. The VENDOR will have on call, a fully trained service technician, all hours the libraries are open. In addition, the VENDOR will provide two people each working approximately twenty (20) hours per week to replenish supplies, correct paper jams and minor repair problems. Special reporting techniques will be established to meet library needs for contacting these part-time people. Response time to service calls and supply replenishment shall not exceed two (2) hours. For service calls other than normal Monday through Friday, 8 AM to 5 PM working hours, the VENDOR will provide a telephone number with radio dispatched service. The VENDOR will also have available two (2) complete Sharp SF-815CN coin-operated copiers as replacements when a machine cannot be repaired within one day of a service call. VENDOR will also maintain a complete parts and supplies inventory at his local warehouse.

5. The UNIVERSITY will provide the VENDOR approximately 300 cubic feet of storage space in Library. This area is to be used for a small quantity of supplies to insure uninterupted service. Special arrangements may be authorized, with the VENDOR'S approval, for UNIVERSITY personnel to replenish copy machine paper at select times and/or locations.

6. VENDOR shall be responsible for collection of coins from machines. Internal machine meters and the non-resettable external electronic counters will be read by a library employee while accompaning VENDOR'S representative on the last coin collection each month. UNIVERSITY commission will be 21.3%

BEST COPY AVAILABLE

of amount vended and is payable monthly by the 15th of the following month. VENDOR shall provide a monthly report of meter readings and amounts collected, by machine, which will accompany commission payments. A deviation of no more than one percent (1%) will be allowed between meter reading and actual coin count. The reasons for the deviation should be documented for such things as foreign coins and slugs, test copies after service, etc.

7. VENDOR will make monthly commission check payable to The
   University and mail to the Manager of Business Operations,

8. VENDOR agrees to keep machines attractive, clean and to immediately remove all waste that would normally accumulate after servicing units. Carpet and floor area beneath machine must be protected from damage due to spills or other machine problems.
9. UNIVERSITY contact at Library for all services, commission collection, and any other problems will be the manager of Business Operations located in
10. The CONTRACT will be effective for three (3) years commencing July 1, 1984 and the service must be fully operational on that date. Extensions of this agreement in one year increments may be negotiated ninety (90) days prior to existing termination date. The CONTRACT may be cancelled by the UNIVERSITY or the VENDOR on ninety (90) days written notice and is not transferable to any other parties.
11. Wars, fires, accident, strikes, inability to secure materials and any other items beyond control of the VENDOR which would hinder the VENDOR from performing his obligations shall make this agreement inoperative until such conditions are corrected and removed. The VENDOR shall not be subject to damage under this agreement if agreement is inoperative because of the preceding reasons.

12. The VENDOR and the UNIVERSITY agrees that there are no understandings or agreements relative to this agreement that are not fully expressed herein, and no agent or salesman has any authority to obligate the VENDOR or the UNIVERSITY on any other terms, stipulations or conditions, not expressed herein. This agreement may be altered only by written consent of both parties.
13. The VENDOR agrees to carry all applicable types of insurance including public and property liability and a certificate of coverage will be supplied to the UNIVERSITY.
14. The VENDOR and his subcontractors, if any, shall not discriminate against any employee or applicant for employment, to be employed in the performance of this CONTRACT, with respect to his hire, tenure, terms, conditions or privileges of employment or any mater directly or indirectly related to employment because of his race, color, religion, national origin, ancestry or sex in accordance with Federal Executive Orders, 11246 and 11375.
15. The UNIVERSITY is exempt from all Federal Excise Taxes. The University is an instrumentality of the and as such, is exempt from the Sales and Use Tax.

IN WITNESS WHEREOF, the parties have hereto executed this CONTRACT on the days and year first above written.

UNIVERSITY

President

Assistant Vice President
for Purchasing Services

BEST COPY AVAILABLE

COIN OPERATED COPYING

BETWEEN

UNIVERSITY ~~LIBRARY~~ LIBRARIES & REPROGRAPHICS DEPARTMENT

This agreement outlines the terms and conditions between The University ~~Library~~ LIBRARIES ~~System~~ and the Reprographics Department of the Office of Business Management under which the Reprographics Department shall furnish, install, service, and maintain coin operated photocopiers for use throughout campus, and specifically within the ~~Library System.~~ UNIVERSITY LIBRARIES (INCLUDING LAW LIBRARY) OF THE CAMPUS.

1. TERM OR AGREEMENT

The term of this agreement shall extend through June 30, 1987.

2. CHANGES IN AGREEMENT

All provisions in this agreement are negotiable. When necessary, a review of any segment may be initiated by a written request from either party. Any changes to this understanding must be agreed to by both parties. All changes to the agreement shall be documented as an addendum to the agreement.

The ~~Library System~~ UNIVERSITY LIBRARIES shall agree not to remove or replace any photocopier, or circumvent service which is to be provided to the photocopiers covered under this program, without express permission of the Reprographics Department.

All requests for changes shall be subject to review of operational and financial impacts upon the program and the effect of such changes on program goals and objectives.

3. SCOPE OF PROGRAM

The original number of coin operated photocopiers shall be 48. The Reprographics Department shall initially provide like-new Pitney Bowes PBC-1 and PBC-2 photocopiers in the locations listed in the appendix. The number of machines and/or locations may be adjusted by either party under part 2 above.

Initially, per previous agreement, the Reprographics Department shall install, service, and maintain 38 each PBC-1's and 10 each PBC-2's.

All copiers are to be capable of producing a single sheet high quality bond paper copy and to copy pages from bound books and other publications without damage to the originals.

Machines shall accept any combination of nickels, dimes, and quarters; shall provide appropriate change~~; shall accept bypass keys;~~ and shall accept magnetized copy cards programmed for varying sale units as described herein.

All bypass keys and magnetized copy cards shall be owned, controlled, issued and/or sold to users or customers by the Reprographics Department. All ~~keys and~~ cards not sold to customers shall be the property of the Reprographics Department. ~~All machine keys and/or~~ MAGNETIZED COPY cards granted to the ~~Library System~~ UNIVERSITY LIBRARIES shall be issued to the ~~Head of Library Auxiliary Services,~~ LIBRARY BUSINESS OFFICE, University Libraries.

4. COPY AND SUPPLY QUALITY

All PBC-2 photocopiers shall produce both 8½" x 11" (letter) and 8½" x 14" (legal) size copies, and provide for reduction and enlarging of copies. PBC-1 photocopiers will provide one size only which shall be determined by the ~~Library System~~ UNIVERSITY LIBRARIES on a machine-by-machine basis. Once a PBC-1 is set for a given copy size, a written request for copy size change shall be required by the Reprographics Department~~.~~ , AND CHANGE MADE BY MUTUAL AGREEMENT.

Reprographics Department shall maintain copier quality standards as listed below:

a. Copies shall be on bond paper, or acceptable alternate (alternates shall be ~~reviewed~~ APPROVED by ~~Library System~~ UNIVERSITY LIBRARIES).

b. Copies shall have no background tone.

c. Copies shall be delivered dry, with no odor, and with the image properly fused to paper.

All standards ~~are subject to proper use of photocopier by user.~~ MUST BE MAINTAINED ASSUMING UNTRAINED USERS (I.E., THE GENERAL PUBLIC). The Reprographics Department shall act as sole agent for the acquisition of supplies related to the program.

5. SERVICE AND MAINTENANCE

The Reprographics Department shall provide service for each machine listed under this program. Such service shall include:

a. Restocking paper, toner, developer, and any other necessary processing chemicals.

b. Cleaning machines (exterior and copy glass).

c. Collecting coins, maintaining change bank and coin ~~operator~~ MECHANISM functions.

d. Resetting, clearing paper jams, and other minor maintenance.

E. MAINTAIN AND FURNISH SERVICE ON MAGNETIC COPY CARD MECHANISM.

Reprographics Department shall act as sole coordinating agent with major maintenance vendors contracted as a part of this program. This includes contacting vendor regarding terms of contracts, payment of invoices, scheduling of work, and the nature of work to be provided by vendor.

The Reprographics Department pledges to respond and perform service as described above within two working hours of a service request between the hours of:

8 AM - 10 PM, Mon. - Sat.
1 PM - 10 PM, Sun.

Changes in normal Library hours takes preference over hours listed above. Repairs which require technical service from the contract vendor shall be initiated within four working hours from time of notification by the ~~Library System.~~ UNIVERSITY LIBRARIES.

E. WITH THE MUTUAL CONSENT OF THE UNIVERSITY LIBRARIES AND THE REPROGRAPHICS DEPARTMENT, THE LIBRARIES RESERVES THE RIGHT TO PERFORM MINOR MAINTENANCE AND PAPER LOADING AT THE DISCRETION OF THE LOCAL LIBRARY IN ORDER TO MAINTAIN CONTINUOUS SERVICE TO PATRONS.

6. EXPENSES AND PROFIT SHARING

For the term of this contract, the Reprographics Department shall fund all expenses (to include, but not limited to):

a. equipment leases
b. service and repair labor
c. parts, supplies
d. equipment purchases
e. vandalism and miscellaneous expenses
f. equipment replacement reserves.

The Reprographics Department shall also collect, count, and deposit all coins and currency generated by the sale of photocopies. The Office of Business Management Administration shall provide bookkeeping services for the program.

The cost of a coin operated copy shall be set at 10¢ per copy~~.~~ , EXCEPT IN THE CASE OF SALE VIA MAGNETIZED COPY CARDS WHICH MAY BE SOLD AT LOWER UNIT COPY COST, DEPENDING ON THE NUMBER OF COPIES/CARD PURCHASED AND SUBJECT TO AGREEMENT BETWEEN THE UNIVERSITY LIBRARIES AND THE REPROGRAPHICS DEPARTMENT, ON A DISCOUNT SCHEDULE. THE ~~Library System~~ UNIVERSITY LIBRARIES and the Reprographics Department shall equally share net revenues. The Retrographics Department shall transfer the ~~Library System's~~ UNIVERSITY LIBRARIES' share of this net revenue to the Library on a ~~semiannual~~ MONTHLY basis.

7. RESPONSIBILITIES OF THE ~~LIBRARY SYSTEM~~ UNIVERSITY LIBRARIES

The ~~Library System~~ UNIVERSITY LIBRARIES shall for the term of this agreement provide for the following services and adhere to the conditions listed below:

a. Provide adequate space for and access to the photocopiers covered in this program.

b. Limit the number of coin operated copiers and copiers for cash services not covered by this program to those existing at the beginning of the agreement term. Expansion of public photocopying service shall not take place without the ~~express permission~~ MUTUAL CONSENT of the Reprographic Department~~.~~ AND THE UNIVERSITY LIBRARIES.

c. Refrain from promoting or encouraging through verbal, written, or other means of communications, the exclusive or preferential use of any coin operated copier or copiers for cash service not considered as a part of this program.

d. Report in person or via telephone to the Reprographics Department any operational difficulties with program photocopiers as soon as such difficulties are noted. ~~Librarians shall appropriately identify any~~

~~inoperable machine via the LCS listing and reverse such an entry as soon an a Reprographics Department representative indicates the machine has been placed back in operation.~~

e. Provide customer refunds. The librarians shall make refunds ~~within policy~~, using funds provided by the Reprographics Department.

~~f. Provide adequate secured space for the storage of supplies and general service functions. Personnel of the Reprographics Department shall require access to this space during scheduled hours and a minimum of three keys for said space shall be issued to the Reprographics Department.~~

~~Space shall include reasonable electrical service and be suitable by university standards as an office type work space. (The Reprographics Department shall be responsible for acquiring and maintaining telephone service and any necessary furnishings required by the occupants.)~~

8. RESPONSIBILITIES OF THE REPROGRAPHICS DEPARTMENT

The Reprographics Department shall for the term of this agreement provide the following services and adhere to the conditions listed below:

a. Provide the machinery and services described herein~~.~~ BUT REPLACE EQUIPMENT WITH OPERABLE UNITS WHEN DOWNTIME WILL EXCEED TWO-WEEKS.

b. Collect, deposit, and account for all ~~coins~~ COIN and currency designated as a part of this program. This shall include ~~extablishing~~ ESTABLISHING a refund program~~, and providing for refund currency.~~ FOR: SUPPLYING SMALL COINS ADEQUATE FOR IMMEDIATE REFUNDS ON SITE TO PATRONS AND PROVIDING A LOCATION OUTSIDE OF UNIVERSITY LIBRARIES TO WHICH PATRONS MAY BE DIRECTED FOR REFUNDS, INCLUDING REFUNDS FOR UNUSED COPIES ON PURCHASED MAGNETIC COPY CARDS.

c. Establish an effective communications system by which the ~~Library System~~ UNIVERSITY LIBRARIES or others may report machine status problems, or other kinds of operational information to the Reprographics Department.

Provide effective graphics to communicate the basic operation of the photocopiers, copy costs, and refund and complaint procedures. This includes design, printing, installation and maintenance of graphics which meet graphic standards.

e. Act as sole agent for acquisition of photocopiers, supplies, and vendor services. The Reprographics Department shall be responsible for monitoring vendor performance and supply quality. The ~~Library System~~ UNIVERSITY LIBRARIES shall be encouraged to provide to the Reprographics Department its assessment of program effectiveness. A SEMI-ANNUAL REVIEW SHOULD BE CONDUCTED FOR MUTUAL UNDERSTANDING OF THE ABOVE.

f. Work in conjunction with the ~~Library System~~ UNIVERSITY LIBRARIES to promote the program's usefulness, plan tht program's future direction, and make changes within the framework of this agreement for the improvement of the program.

G. OPERATIONAL STATISTICS SHOULD BE MAINTAINED BY MACHINE AND REPORTED TO THE UNIVERSITY LIBRARIES QUARTERLY. DATA WILL BE USED TO: (1) DETERMINE COST EFFECTIVENESS, (2) EFFICIENCY OF SITE LOCATION, AND (3) SIGNIFICANT CHANGES IN ACTIVITY.

H. FISCAL REPORTS SHOULD BE PRODUCED MONTHLY IN SUFFICIENT DETAIL SO THE UNIVERSITY LIBRARIES CAN MONITOR INCOME AND EXPENSE VS. PROJECTIONS. FISCAL YEAR INCOME/EXPENSE, NET INCOME PROJECTIONS AND LONG TERM BUDGETING DATA SHOULD BE MADE AVAILABLE TO THE LIBRARIES FOR USE IN BUDGETING.

~~9. MISCELLANEOUS~~

~~All graphics and notices pertaining to the equipment, the program in general, and/or in the immediate location of the photocopiers shall be approved by the Reprographics Department.~~

FOR ~~LIBRARIES~~ UNIVERSITY LIBRARIES	FOR REPROGRAPHICS DEPARTMENT
~~date~~ DATE	~~date~~ DATE

COIN-OPERATED COPIER LOCATIONS AND MACHINE NUMBER*

Number	Location
1	Main Ref.
2	~~Circulation~~ EDUCATION
3	Spec. Mat.
4	Women St.
5	Documents
6	~~Circulation~~ EDUCATION
7	International St., 3rd floor
8	Education (Arps)
9	Education (Arps)
10	Education (Arps)
11	Sullivant Undergrad.
12	Sullivant Undergrad.
13	Music
14	Fine Arts
15	Health 3rd
16	Health 3rd
17	Health 2nd
18	Commerce
19	Commerce
20	Commerce
~~24~~	~~Engineering~~
21	Law
22	Law
23	Law
24	Engineering
25	Engineering
26	Pressey Hall
27	Pressey Hall
28	Social Work
29	Chemistry
30	Biological
31	Biological
32	Pharmacy
33	Vet. Med.
34	Physics
35	Mat. Eng.
36	Math
37	Journalism
38	Home Ec.
39	Home Ec.
40	Agriculture
~~41~~	~~Postle~~
43	Physics
44	Geol. Lib.
46	Chemistry
47	Health 2nd
48	Journalism
49	Pressey Hall
50	Map Rm.
51	Commerce

*SERVICE NUMBER ON MACHINE

CONTRACT 5002

This agreement, made this 14th day of May, 1982, by and between

authorized to do business in , with its principal place of business at

, hereinafter called the "Contractor", and the BOARD OF TRUSTEES OF

, a body politic and corporate of the State of

located at , hereinafter called the "Board".

WITNESSETH:

1. The Board hereby grants to the contractor the non-exclusive rights for installing, operating, and maintaining coin-operated copier machines for and to do whatsoever else may be required as provided in this agreement and in the following listed documents, all of said documents being a part of this agreement as if set out in full herein; and the Board and the Contractor agree to do whatsoever is required of each of them as provided in this agreement and in the said following listed documents, mutual receipt of which is hereby acknowledged:

a. This instrument.

b. "Request for Quotation", as issued by the Board's Purchasing Office, and executed by the Contractor dated February 24, 1982, including but not limited to instructions to bidders and requirements and conditions for the contract (consisting of 14 pages).

c. Contractor's proposal letter dated February 24, 1982, and all other attachments to the Contractor's bid proposal, provided, however, that the alternative proposals submitted therein by the Contractor are not part of this contract.

d. Contractor's performance bond.

e. Contractor's certificate of insurance.

2. The term of this agreement shall commence April 1, 1982, and extend through and including March 31, 1985. The Board shall have the option to renew and extend this agreement under the same terms and conditions for two (2) additional one (1) year periods, upon written notice to the Contractor not less than 60 days prior to the date of termination of this agreement or renewal term hereof.

3. In compliance with Section 10.1 of the Purchasing Act, the Contractor certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of , nor has the Contractor made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of the Contractor been so convicted nor made such admission of bribery on behalf of the firm pursuant to the direction or authorization of a responsible official of the firm.

4. The Equal Employment Opportunity Clause attached hereto as Exhibit "A" shall be made a part hereof and shall be a material portion of this agreement.

5. It is understood and agreed by and between the Board and Contractor that this contract and the contract documents listed above constitute the entire agreement between the parties and that no alterations, changes, or additions thereto shall be made except in writing approved by the Board and the Contractor. To the extent any provisions of the documents listed above should be in conflict, the provisions of the document first enumerated above shall be controlling.

The Contractor and Board for themselves, their successors and assigns, hereby agree to the full performance of the covenants herein contained.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to executed the day and year first above written.

RECOMMENDED:
DIRECTOR OF SERVICE ENTERPRISES

APPROVED:

BOARD OF TRUSTEES OF

By: ______________________________

By ______________________________
Vice-President

This is a contract between ______________________, Inc., hereinafter referred to as __________________ and the University ________________, referred to as University for the operation of a Copy Center facility together with furnishment and operation of coin-operated photocopy machines in remote locations, all of the foregoing to be located within the ___________Campus Library Systems. This will also include printing, graphic arts, or reproduction facilities and/or services. This contract will run for a period of five years, beginning ______, 19__, and ending ______, 19__.

The centralized photo duplication area has as a required mission the following (6) phases of work all of which will be done for the Libraries System in a first priority basis, (before handling of any other work for University departments, faculty, staff or student or the public at large):

Phases of Work of Centralized Photo Duplication Center

I. Photocopying
II. Microfilming
III. Copying microfiche to hard copy
IV. Enlarging
V. Reducing
VI. Card catalog copying

Note: Items II, III, and IV to be sent out until the demand justifies purchase of equipment.

The cost to the Libraries for this work will be $.035/copy over and above the first 61,000 copies per month, that will be no charge to the Libraries. The size of any individual order varies from one copy per page to 1,000 copies per page. However, at the option of each proposer, work at the center can be solicited from the University community and/or other patrons. This latter aspect is subject to handling the University's requirements on the priority basis mentioned.

SPECIFICATIONS, TERMS AND CONDITIONS

1. Coin-operated Hardware - to be furnished by ___ is as follows:

17 - Savin Model 870
7 - IBM Copier II's
TOTAL 24 - Copy Machines

Note: Additional machines will be installed or deleted through mutual agreement of both parties involved.

This equipment must be able to do the following:

a. Must be able to copy catalog cards and tightly bound journals.

b. Coin-op device which accepts no less than nickels, dimes and quarters, and gives change.

c. Auditron meter receptacle on 10 Savin 870's

d. A flat, stationary document glass, with a beveled or dropped edge to accommodate the bindings when copying from books.

e. A document cover which can be laid flat, eliminated or opened up to copy large, rolled documents (such as maps, mechanical drawings, oversized periodicals and bound books).

f. Quick first-copy speed of at least six seconds, to minimize each user's time when others are waiting in queue.

g. Durable external covers (preferably metal) and controls which can withstand the use and abuse of the general public.

h. "Dry" copies on plain bond paper (with no chemical odor) of at least 8½" X 11" and 8½" X 14" sizes available concurrently without changing paper or paper cassettes.

i. A paper supply of at least 500, 8½" x 11" sheets so the machine will not run out of paper frequently, causing it to be unuseable to students.

j. A copier drum which resurfaces itself to offer copy quality copies consistently, not just when the drum is new.

k. The capability to make copies "lighter" or "darker" to accommodate a wide range of originals.

l. The capability to copy half tones, continuous tones (photographs) and solids, as well as line drawings.

m. Operation instruction cards or wall poster to aid self-service students in copying all sorts of originals.

n. Easy to operate machines with clear instructions.

o. Repairman, plus back-up repairmen, and a proven reputation for responding to major repair calls within a half-day (8 work-day hours).

p. Service reliability reputation, especially among other libraries with self-service coin-operated machines.

2. Install - Savin 870's or IBM Copier II's in the following Library locations:

(A demand in a certain area may add or delete per mutual consent from both parties.)

3. Install, maintain, and service self-service change-vending devices at group coin-operated machine location (2 devices with locations as in #2 above). Additional changers may be added with mutual consent from CCC and the Libraries.

4. Public Pricing Structure

   a. The price per-copy on self-service machines will not exceed $.10. Should there be significant change in the economic environment, this pricing level may be changed upon mutual agreement of both parties.

   b. The price per copy on public counter-service copying will be established as approved by the ___ Libraries, at a fair, competitive rate.

5. The ____Libraries will provide office space, desk, chairs, and storage shelves and space for all of CCC's office commercial functions.

6. The ____Libraries will provide 220 volts wiring, with adequate service space, and traffic inhibitors where necessary for the 2 IBM II Copiers.

7. CCC's staff will be provided access to machines and machine locations during library hours.

8. Library staff will be permitted access to Vendor's office/commercial space.

9. On-going Expenses for ____Libraries:

   The ____Libraries will bear all physical plant/maintenance costs.

10. On-going Expenses:

    a. CCC will bear all procurement, supply, maintenance and management expenses involved in the hardware and its own operations.

    b. CCC will provide staff adequate to maintain its own commercial operation, and staff to install, service, and maintain hardware, and provide the _____Libraries with 24 hour turn-around on ____Libraries copying needs.

11. Public/Internal Library Services Offered:

    a. Self-service coin-ops for ____Libraries, as noted above.

    b. Change-vending devices as in #3.

    c. Provide instructional, informational graphics for machine use and services. All graphics not attached to hardware must be approved by the _____Libraries.

    d. All internal copying needs for the _____Libraries, with 24-hour turn-around. Internal copying needs includes catalog cards and Interlibrary Loan.

    e. Over-the-counter commercial copying, binding, printing, and other graphics services to the public.

12. CCC Staffing:

    a. As in #10. b.

    b. Major repair service will be provided by Manufacturer's Repair Representative of Equipment furnished 9AM - 5PM, Monday through Friday.

12. CCC Staffing (Continued):

    c. Minor emergency repairs, keeping the machines provided with supplies to maximize operating efficiency, will be provided by CCC's on-campus staff a minimum of 81 hours per week, between the hours of 9AM to 10PM, Monday through Friday, 10AM through 5PM Saturday, and 1PM through 10PM Sunday. A first contact response time of under two hours will be required.

13. Contract Terms:

    a. Six-month trial period, followed by a five-year contract, either party may terminate this contract for just cause upon delivery with 90 days notice a written memo explaining the reasons for said proposal termination.

    b. During the five-year contract period, biweekly meeting with ____Libraries Business Officer to discuss progress, problems, etc.

    c. Contract may be negated at University's option if ____Libraries staff are involved in management/service/maintenance more than a total of 20 person hours per week (excluding administrative meetings as in #12b).

14. Other:

    a. The University will have a right to inspect CCC's records concerning operations under the contract.

    b. Any changes in self-service equipment, pricing, etc. will require prior approval of the _____Libraries.

    c. CCC or its predecessor, or affiliates are established firms, offering printing graphic arts or duplicating services for the past (3) years.

15. All amounts due monthly will be calculated as of the last day of the month covered, or involved set amounts become due on the 10th business day of the following month. (following receipt by CCC of the consolidating report from the____________ ________________ Libraries). The successful bidder must furnish an account of the receipts to accompany each check furnished. Failure to furnish either check or accounting within (15) days after written notice by CCC or Library personnel of overdue receipts and/or statement may be considered cause by the University to terminate the contract at once.

16. The University's objectives under this contract are two-fold.

    a. To provide the utmost service and availability to all users of the University libraries with a minimum of down time, mechanical failure of generally accepted quality results from all machines involved in this contract.

    b. The University's pricing goal is the maximumization of income for well as the libraries.

ADDITIONAL TERMS AND CONDITIONS:

1. CCC agrees to pay University a fee of $800 per month to cover electrical and other miscellaneous attendant costs. This may be renegotiated upon 60 days written notice to the respondent party if either party feels it is not acceptable to continue on this basis.
2. As noted above, University will receive 61,000 copies per month free. All copies above this will be charged $.035 per copy. Should there be significant change in the economic environment, this pricing level may be changed upon mutual agreement of both parties.
3. In the Self Service Coin-Op area only, University will receive ten percent of all sales net of sales taxes above 225,000 copies per month. (less library vending use)
4. In the Copy Center area, University will receive ten percent of all sales net of sales taxes above $20,000 per month, and 15 percent above $30,000 per month.
5. Copy-Rights - Both parties agree to conform with existent copy-right legislation. It shall be the responsibility of CCC to inform the University of any copyright restraints particularly as to the degree or amount of any publication that is copyable without probability of publishers litigation. Such information when confirmed by other legal sources shall require the University to conform to said constraints.
6. Auditrons - Concerning use and furnishment of auditron devices CCC agrees to supply, direct, control and bill qualified users on a monthly basis for auditron devices at a reasonable and approved cost. The University agrees to assist in effecting a prompt and efficient method for payment to CCC from University accounts.
7. Neither party to this agreement may assign this contract without receiving prior written approval of the other party.

LICENSE AGREEMENT
FOR COIN-OPERATED COPIER SERVICE

THIS AGREEMENT is made and entered into this 1st day of December, A.D., 1983, by and between the

WITNESSETH

For and in consideration of the mutual convenants and agreements hereinafter specified, the University and the Licensee mutually agree as follows:

ARTICLE I

The paragraph headings appearing herein shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intent of the provisions of the License Agreement.

ARTICLE II
INDEPENDENCE OF AGREEMENT

It is understood and agreed that nothing herein contained is intended, or should be construed, as in any way creating or establishing the relationship of co-partners between the parties hereto, or as constituting the Licensee as the agent or representative of the University for any purpose or in any manner whatsoever. The Licensee is to be, and shall remain, an independent contractor with respect to all services performed under this Agreement, which for all purposes shall be construed as a licensing agreement, granting to Licensee certain rights to provide services on library premises to library patrons and users.

ARTICLE III
GENERAL DESCRIPTION OF THE CONCESSION AND LOCATION

A. General

1. The Licensee is hereby granted the right to establish a coin-operated copier service on the premises of the University's and Music Libraries. This right shall be exclusive, but subject to the University's right to operate a copying service on the premises which does not use coin-operated copiers.

2. The University agrees to provide: space in the and Music Libraries and electrical sources of 115 volts, a standard outlet. Any alterations to or installations in the facility shall be made only with the written consent of the representative of University, which consent shall not be unreasonably withheld.

3. The machines shall be either new or like new (reconditioned) and shall be of uniform colors and heights, modular in appearance, modern in design, pleasing in appearance in their surroundings, safe and with change mechanism. At such time as a machine's general appearance would detract from the general neat and orderly appearance of the area of the building in which it is located, the University reserves the right to reasonably require the replacement of such machine. Licensee intends to install Canon 120 copiers with appropriate coin operation mechanisms. University acknowledges that this equipment has been examined and that it does meet the appearance criteria.

4. Licensee represents that it has had an opportunity to become informed regarding the University's normal security operations and finds them to be satisfactory. Therefore, Licensee knowingly and expressly assumes all risks of damage to or theft of or from Licensee's equipment while such normal security measures are in effect during the term of this Agreement.

B. Licensee Services and Responsibilities: The Licensee shall:

1. Maintain, service, and keep all machines in good working order.

2. Keep machines clean inside and outside, and remove unnecessary signs and notes from the machines.

3. Keep location areas free of supply litter.

4. Assume responsibility for the mechanical operation and supplies of the machines.

5. Be responsible for any necessary movement of the machines.

6. Keep a cash refund account at University designated places to refund money lost in the machines.

7. Obtain at Licensee's expense from the University Office of Parking Services any parking permits needed for service personnel.

8. Pay for all state, county, and city license fees and agree to reimburse the University for any penalties or necessary expenses due to the Licensee's failure to obtain any of the necessary licenses.

9. Pay all sales and excise taxes incident to sales through the machines and agree to reimburse the University for any penalties or costs necessarily resulting from contractor's failure to promptly pay such taxes.

10. Provide adequate full time service staff and facilities. The University shall provide for use by Licensee a storage closet on the premises of the Strozier Library which shall be adequate for the storage of a reasonable quantity of supplies and spare parts. Licensee's repair and Maintenance staff shall be available to receive reports via telephone regarding copiers that are out of supplies or malfunctioning. Within two (2) hours of receiving such a report, Licensee shall cause a service representative to be on the premises and working diligently to return the affected copier(s) to proper operating condition. University shall provide Licensee with a copy of the current University Bulletin or other document containing the then current University calendar. Based upon the University calendar and consultation with University's representative, Licensee shall identify periods of peak usage of the copiers. Licensee shall take special care to avoid copiers being out of service during these peak periods. Special care shall include, but not be limited to, additional inspections of the copiers regarding adequate supplies and proper operating condition, and the availability of a substitute copier(s) which can be installed within two (2) hours of receiving a service call in the event a copier(s) cannot be promptly returned to proper operating condition. Service by the Licensee is to be available seven (7) days a week at the following hours:

Monday through Thursday	8:00 a.m. - 12:00 midnight
Friday	8:00 a.m. - 10:00 p.m.
Saturday	10:00 a.m. - 10:00 p.m.
Sunday	1:00 p.m. - 12:00 midnight

11. Provide dollar-bill changer(s) for the Library bill changer locations. Licensee will stock the dollar-bill changer(s) with coins provided by Licensee. Licensee will ensure that in the event of a malfunction of the dollar-bill changer(s), at least one dollar-bill changer shall be in proper working order within two working hours.

12. Collect coins in individual bags, with location of collection marked on each bag. Meter counts to be read and inserted in bag.

13. Provide within each machine a continuous report of meter count and coin collection date.

14. Provide an office copier at no charge for Library staff use only. University will supply the paper and Licensee will service this office copier.

15. The Licensee, if necessary, shall coordinate installation with removal of equipment by the current Licensee to assure no period of time without service. The Licensee is expected to perform the same coordination upon termination of this contract.

16. The machines included in the contract remain the property of the Licensee who shall have the right at any reasonable time to remove the machines and replace any of the machines after approval of the University. The University agrees to permit only authorized personnel of the Licensee to remove or tamper with any of the machines.

ARTICLE IV
TERM, RENEWAL, AND TERMINATION

A. Term

The term of this Agreement, unless sooner terminated as herein provided, shall be for three years, from December 19, 1983, to December 19, 1986. The Agreement may be renewed or extended for additional periods by mutual written agreement.

B. Termination

1. To the extent that the University's ability to perform its obligations under the Agreement requires the expenditure of funds appropriated by the Legislature, the non-availability of such funds shall relieve the University of such obligations and entitle the University to terminate the Agreement with no liability to Licensee upon sixty (60) days written notice.

2. Either party may terminate this Agreement for just cause upon at least sixty (60) days written notice to the party.

3. As to the University, just cause may be a material breach by Licensee of any provision hereof, including, but not limited to, Licensee's poor service response, inferior quality copies or equipment and supplies, failure to timely submit reports and payments, or failure to renovate or repair equipment.

4. As to Licensee, just cause may be a material breach by the University of its obligations hereunder. Notwithstanding Licensee's assumption of the risk of damage to, or theft from, the copiers, just cause shall also include a pattern of repeated incidents of vandalism or theft. Just cause may not be a change in Licensee's business circumstances or lack of profitability of Licensee's operations.

5. Before either party may give written notice of termination this Agreement for just cause, it shall first give the other party written notice of the facts and circumstances of the material breach asserted to constitute just cause and allow such other party fifteen (15) days to cure the breach.

ARTICLE V
QUALITY OF LICENSEE'S SERVICES

A. In its operation under the License herein granted, Licensee and its agents and employees shall:

1. Conduct its operations in an orderly manner and so as not to annoy, disturb, or be offensive to customers, patrons, or other tenants in the buildings where the copiers are located.

2. Employ only those persons who by training, appearance, and habits are judged to be suitable workmen in the atmosphere of an academic institution. The Universities' representatives shall have the right to require a change of personnel serving the University's premises. The foregoing right shall be exercised in writing, setting forth the reasons for such change of personnel.

3. At all times during the term of the Agreement keep the premises in the immediate vicinity of the machines clean of spillage and waste.

4. Comply with safety regulations and directives of the State Fire Marshall, the University, and/or such other governmental agencies having authority in this area.

5. Conduct a preventive maintenance program to minimize breakdowns.

6. Maintain a source of supply and a maintenance location in the County of Leon for the life of the Agreement. This shall include an adequate inventory of replacement parts and supplies.

7. Furnish good, prompt, and efficient services, adequate to meet all reasonable demands therefore.

8. Do all things reasonably necessary or required by the University's representatives to maintain the highest standard of management for the operation so as to ensure compliance with Licensee's obligations.

9. Be advised that the University will not be obligated to reimburse unamortized capital expenditures or renew the Agreement if the Licensee has been unable to recoup his capital expenditures while the Agreement is in force.

10. Provide its supervisory personnel with a copy of this Agreement in order that he may properly execute the provisions herein.

B. Machine Requirements

1. Machines are to be capable of producing a single sheet copy up to 8 1/2" x 11", and to copy pages from bound books without damage to the books. Both of these characteristics must be simply accomplished without requiring special skills, or services of another.

2. Coin operated machines shall provide copies at a cost of five cents (5¢) per copy. The machines must accept coins of 25¢, 10¢, and 5¢ denomination providing the correct change when 25¢ or 10¢ coins are used. The Library Administration and the Licensee may mutually agree that one or more of the machines shall include special features such as enlargement or reduction capability and the amount of cost per copy with respect to such machines.

C. Copy and Supply Quality

1. Copies generated from any machine installed by the Licensee must be clear, clean, and sharp and include recognizable copies of illustrative photographs. The quality and manufacturer of supplies shall be at the option of the Licensee provided that

copy quality and service is satisfactory. The University reserves the right to rule on the quality and manufacturer of supplies in the event of copy quality problems.

2. The original number of coin operated copiers is estimated at fifteen (15). By mutual agreement, the number of machines and locations may be revised to accomodate the need, or lack of it. University will not unreasonably withhold agreement for Licensee to move machines to better accomodate demand and usage.

ARTICLE VI
LAWS, ORDINANCES, RULES, REGULATIONS AND LICENSES

The Licensee shall observe and obey all the laws, ordinances, regulations, lawful orders, and rules of the University, County, State and Federal Governments including the rules, regulations and relevant orders of the U. S. Secretary of Labor, which may be applicable to its operations at Florida State University and shall at the sole cost of the Licensee, obtain and maintain all permits and licenses necessary for it's operation.

ARTICLE VII
COPY COST

Copy costs shall not change during any year of the contract. After the first year of this Agreement, Licensee may request, no more than once annually, authority to increase the amount of the charge per copy or to make a reduction in the amount paid to the University. This request shall be considered by the Director of Libraries. If Licensee can document increased costs or other factors justifying its request, and if the University agrees, an addendum may be made to this Agreement providing for appropriate adjustments. If the request is denied, Licensee may request that the Agreement be terminated. If termination does not impair the interests of the University, the parties may agree on a date of termination so that the rights granted hereunder may be granted to another Licensee without substantial loss of coin-operated copier service for patrons.

ARTICLE VIII
REPORTING AND ACCOUNTABILITY

A. Reporting

On or before the 25th day of each month, Licensee shall submit to University a commission report and payment of the commission for the preceding month. The check shall be made payable to   University Library and delivered with the commission report to the Director of University Libraries,   University.

B. Gross Receipts

1. The term "gross receipts" as used herein shall be based upon total cash collected before any deduction of any nature. Cash shall be collected, counted, verified, and reported on an individual machine basis. The term "adjusted gross receipts" shall mean gross receipts minus any amounts reflecting test copies and theft. Licensee shall be responsible for payment of any sales taxes or other taxes imposed by law. All sales taxes imposed by law shall be paid directly to the taxing authority by the Licensee. Methods acceptable to the University must be installed for control of cash.

2. The service record will indicate machine, location, number of coin copies and number of non-coin copies. For this purpose machines may be serially numbered from a master list provided and kept up to date. Commissions are to be paid at a rate of 10% of the adjusted gross receipts and checks shall accompany the monthly report.

C. Availability of Records

In order to assure that each of the provisions of this Agreement is being performed in a manner satisfactory to the University, the Licensee agrees to permit the University's representatives, officers, authorized employees and agents, the University's Internal Auditors and the Legislative Auditors of the State of Florida to examine, inspect, and have access to the books, records, papers, meter equipment, and facilities of the Licensee with respect to the operation of the copier services as herein provided at reasonable and proper times, and upon reasonable notice.

D. Late Payment Liquidated Damages

Licensee agrees and acknowledges that its failure to timely submit commission payments damages the University but that the amount of such damages are not susceptible ordinary methods of proof. Therefore, the Licensee and University agree that in the event of such untimely submission of commission payments, Licensee, in addition to the commission due, shall pay to University as liquidated damages:

1. An amount equal to 2% of the adjusted gross receipts, if payment is made within fifteen (15) days of the due date; and

2. An amount equal to 10% of the adjusted gross receipts, or the pro rata portion thereof, for each thirty (30) day period thereafter until full payment is made.

ARTICLE IX
AGREEMENTS

A. Utilities

1. The University shall furnish the space for the location of the machines and the necessary electricity for operating such machines. However, the University does not guarantee an uninterrupted supply of said utilities nor will they be held liable to Licensee or others for any loss, damage, costs or expense which may result from the interruption or failure of any such utilities. To protect machines from damage due to intentional shutdown of utilities, Licensee should notify, in writing, the University of machine type and location which could suffer damage due to such shutdown. With this information available, the University will make its best effort to notify Licensee of any impending intentional shutdown. Should the University, however, not succeed in notifying Licensee of an intentional shutdown, the University shall not be liable for any damage incurred by Licensee as a result of such failure to notify.

2. The University shall furnish and maintain the necessary utility connections and service to the locations designated for the operation of the copiers. The Licensee shall furnish and maintain the necessary machine connections for the operation of such machines.

B. Janitorial Services

The University shall furnish necessary janitorial service for cleaning areas other than those provided for in Article III-B, items 2, 3. This service will not include any assistance whatsoever in cleaning, servicing, or loading machines.

C. Due Care

Reasonable protection and care shall be exercised by the University in the use of these machines while located on campus. However, the University shall not be responsible for any damage, theft, or disappearance from break-in, burglary or vandalism to the machines.

D. Other

1. Neither the Licensee nor others shall erect, maintain, give away, publish, nor display any signs or any advertising matter whatever without the prior written approval of the University's representatives.

2. The machines as described in this Agreement are to remain the sole property of the Licensee, who shall pay all property taxes, sales taxes, amusement taxes, and other taxes and fees, as required by law and who shall be and remain an independent contractor operating upon its own credit and who shall have no power to bind the University to any other agreement.

ARTICLE X
INSPECTION BY THE OWNER

The University's representatives may make periodic inspections of all the Licensee's facilities and equipment to determine if such are in comformity herewith. The Licensee shall make all improvements, repairs or replacement of machinery as may be reasonably required by the University's representatives from time to time. The Licensee shall replace any machine which has a history of frequent malfunction.

ARTICLE XI
REPAIRS AND ALTERATIONS

The Licensee shall be required to repair, rebuild and repaint or clean all or part of the premises which may be damaged or destroyed by the acts or omissions of the Licensee or by its officers, or employees on or at the premises. The Licensee shall return the premises, upon expiration or termination of the Agreement, to the University in the same condition that existed at the commencement of this Agreement, except for the normal wear and tear and depreciation.

ARTICLE XII
INDEMNIFICATION

The Licensee does hereby agree to indemnify, defend and save harmless the University against any and all claims arising out of any of the operations of the Licensee hereunder, including, but not limited to, damages to property of the University or injury to employees, visitors, or students of the University, or patrons of the libraries.

The Licensee shall secure and pay the premium or premiums for such of the following policies of insurance with respect to which minimum limits are fixed in the schedule set forth below. The University shall be included as a named assured on all such policies. Each such policy shall be maintained in at least the limit fixed with respect hereto, shall cover all of the Licensee's operations hereunder, and shall be effective throughout the effective period hereof. It is not the intent of this schedule to limit the types of insurance which may be carried by the Licensee.

INSURANCE SCHEDULE

POLICY	MINIMUM LIMITS
(a) Workmen's Compensation	Statutory
(b) Comprehensive General Liability Insurance*	
(1) Bodily Injury Liability	$300,000 Each Person $500,000 Each Occurrence $500,000 Aggregate

BEST COPY AVAILABLE

(2) Property Damage Liability	$100,000 Each Occurrence $100,000 Aggregate
(c) Comprehensive Automobile Liability Insurance	
(1) Bodily Injury Liability	$300,000 Each Person $500,000 Each Occurrence
(2) Property Damage Liability	$100,000 Each Occurrence

*Comprehensive Liability to include but not be limited to:

(1) Use of Machines.
(2) Existence of Equipment or Machines on Location.
(3) Contractual Obligations to Customers.

(d) Excess Umbrella Liability**

Combined Single Limit Bodily Injury and/or Property Damage	$100,000 Each Occurrence $100,000 Aggregate

**Excess of above indicated Underlying Insurance subject to a $25,000 self-insured retention on uninsured perils.

As to any insurance required by this Agreement, a certified copy of each of the policies or a certificate or certificates evidencing the existence thereof, or binders, shall be delivered to the University within fifteen (15) days after the tentative award of this Agreement. In the event any binder is delivered it shall be replaced within thirty (30) days by a certified copy of the policy or a certificate in lieu thereof. Each such copy or certificate shall contain a valid provision or endorsement that the policy may not be cancelled, terminated, changed, or modified without giving thirty (30) days written advance notice thereof to the University's representatives. A renewal policy or certificate shall be delivered to the University at least thirty (30) days prior to the expiration date of each expiring policy. If at any time any of the policies shall be or become unsatisfactory to the University as to form or substance, or if any of the carriers issuing such policies shall be or become unsatisfactory to the University, the Licensee shall promptly obtain a new and satisfactory policy in replacement upon such written notice from the University.

If determined necessary by the University's representatives, the Licensee shall deliver to the University's representatives upon demand the original of any policy required herein for review and upon completion of said review, said policy shall be returned to Licensee.

ARTICLE XIII
ASSIGNMENT

The Licensee shall not assign, subcontract, transfer, pledge, hypothecate, surrender, or otherwise encumber or dispose of this Agreement, or any interest in any portion of same without the formal written consent of the University's representatives.

ARTICLE XIX
REMOVAL OF PROPERTY

Subject to the provisions of Article IV (3) herein above, all personal property placed on the premises by the Licensee shall be removed on or before the expiration of this Agreement. In the event of termination, the Licensee shall negotiate with the University's representatives as to the number of days after notice of termination , in which to remove his property.

If the Licensee shall fail to remove his property upon the expiration or termination hereof, the University may, at its option, as agents for the Licensee, and at the Licensee's risk and expense, remove such property to a public warehouse, or retain the same in their own possession, and after the expiration of thirty (30) days, sell the same at public auction, the proceeds of which shall be applied first to the expense of the sale; secondly, to any sums owed by the Licensee to the University and any balances remaining shall be paid to the Licensee. Any excess of the cost of removal over the proceeds of sale shall be paid by the Licensee.

ARTICLE XV
NON-DISCRIMINATION AND EQUAL OPPORTUNITY

A. Licensee's Operations and Practices

Licensee assures University and represents that in its employment practices and its operations Licensee does not discriminate on the basis of a race, sex, religion, color, creed, national origin, handicap, marital status or veteran's status.

B. Accessibility of Services

University agrees that among the locations made available to Licensee for the purposes of this Agreement will be adequate locations which are accessible to the physically disabled.

ARTICLE XVI
WRITTEN NOTIFICATION

All notice provisions and all rights to be exercised in writing under the terms of this Agreement shall be effective when communicated by regular mail and delivered in the following manner:

To the University's representative:

To the Licensee:

ARTICLE XVII
UNIVERSITY'S REPRESENTATIVES

The University's representative in all dealings with the Licensee shall be the Director of University Libraries or appointed designees thereof.